

Mendocino County



Occupational Outlook Report
2001 - 2003

OCCUPATIONAL OUTLOOK

MENDOCINO COUNTY

2001 - 2003

*A PRODUCT OF
THE CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM*

Sponsored by:

MPIC, INC.
Operator
for **MENDOCINO WORKS**

*State of California Employment Development Department,
California Career Resource Network
<http://www.californiacareers.info>*

For More Information Contact:

***Joan Kelley, Labor Market Information Project
MPIC, Inc.
631 South Orchard Avenue
Ukiah, California 95482
Telephone (707) 467-5912
FAX: (707) 467-5901
<http://www.calmis.ca.gov>
joan@mpic.org***



- | | |
|-------------------------|------------------------|
| MENDOCINO COUNTY | North Mendocino County |
| North Mendocino Coast | Russian River Valleys |
| South Mendocino Coast | Anderson Valley |

ACKNOWLEDGEMENTS

THE EMPLOYERS

We wish to express sincere appreciation to all employers who participated in this community project.



Cynthia Miller, Executive Director
<http://www.mpic.org>

LABOR MARKET INFORMATION DIVISION - EMPLOYMENT DEVELOPMENT DEPARTMENT

Fran Mason, Research Analyst
<http://www.edd.ca.gov>

CALIFORNIA CAREER RESOURCES NETWORK

<http://www.californiacareers.info>

COVER GRAPHIC

The cover art is a watercolor titled "Season's End" by Barbara Ware of Potter Valley, California (www.wascoart.org).

MAP

Mendocino County Alliance, the official tourism and marketing organization for Mendocino County, generously shared their map of the county with us.

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INTRODUCTION

The following Occupational Outlook Report presents the findings of the fourteenth annual local Labor Market Information (LMI) study by the MPIC, Inc. Included in this report are the profiles for 2001-2003. In December 1989, MPIC, Inc. entered into a partnership with the California Employment Development Department, Labor Market Information Division (LMID), to study and present a current, short-term outlook of the labor market in Mendocino County. Questions regarding this report should be directed to the MPIC, Inc. at (707) 461-5912.

The California Cooperative Occupational Information System (CCOIS) began as a pilot program in 1987 and is now implemented throughout California. The Occupational Outlook Reports produced under CCOIS offer up-to-date information. In this report 21 occupations are profiled for this year (2003) and 40 occupations are included from 2001 and 2002. This year's information was collected from July 15, 2003, through October 16, 2003. Information in the Occupation Profiles portion of this report applies specifically to Mendocino County. The occupations presented were selected for study by local users of occupational information. Not all occupations included are suitable for training at this time. The Supply/Demand statements must be weighed before training decisions are made. Omission of an occupation from this report does not imply that training for that occupation is not appropriate at this time.

PROGRAM GOALS

The CCOIS partnership goal is to improve the match between local employers' labor market needs, and the skills and qualifications of job seekers. This is accomplished by providing a variety of current, local information on existing jobs, based on surveys of local employers. The purpose of this report is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning.

POTENTIAL USES FOR THIS INFORMATION

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

- ◆ Career Decisions: Career counselors and job seekers can make informed occupational choices based on skills, abilities, interest, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, and labor demand.
- ◆ Program Planning: This report provides local planners and administrators with employment and training data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.
- ◆ Curriculum Design: Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.
- ◆ Economic: Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.
- ◆ Program Marketing: Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.
- ◆ Human Resource Management: Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

INTERPRETATION OF OCCUPATIONAL PROFILES

Each occupational profile follows a similar format, providing the information described below. The information for each category of the profiles is based on local employer surveys. Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

TITLE AND JOB DESCRIPTION

The title and definition for each occupation is based on the Occupational Employment Statistics (OES) (2001-2002) and currently the Standard Occupational Classification System (SOC) Dictionary (2003), published by the Bureau of Labor .

KEY TERMS

- ◆ The terms “All, Almost all, Most, Many, Some and Few” are used in several categories . The following definitions will apply to these terms:

All employers	100% of the survey respondents;
Almost all employers	80% up to but not including 100% of the survey respondents;
Most employers	60% up to but not including 80% of the survey respondents;
Many employers	40% up to but not including 60% of the survey respondents;
Some employers	20% up to but not including 40% of the survey respondents;
Few employers	Less than 20% of the survey respondents

- ◆ The following terms are used to indicate the relative employment size of each occupation in Mendocino County.

Small	46 or less
Medium	Between 47 and 93
Large	Between 94 and 203
Very Large	Over 204

- ◆ Unless otherwise noted, the expected annual growth rate of each occupation is projected to five years into the future. However, it is important not to over emphasize this growth factor. The growth rates are based on data from the Mendocino County Projections of Employment 1997 - 2004 for the 2001, and Mendocino County Projections of Employment 1999-2006 for the 2002 and 2003 profiles, available from the Employment Development Department. The terms used to describe the expected growth rate for each occupation are defined as follows:

Much faster than average	1.50 time average or more
Faster than average	1.10 to but not including 1.50 times average
Average	0.90 to but not including 1.10 times average
Slower than average	0.10 to but not including 0.90 times average
No significant change or remain stable	-0.10 to but not including 0.10 times average
Decline	less than -0.10 times average

WAGES and BENEFITS

Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. For various reasons, surveyed employers do not always report wages at all three levels. This in turn can, on occasion, cause the wage ranges and/or the median wages to be higher for inexperienced new hires than for new hires with previous experience. The report does not include extreme wages. This information serves as a guide for comparing potential earnings from one occupation to another. This data is not intended to represent official prevailing wages. Effective January 1, 2002 the minimum wage is \$6.75.

Wage data was generally collected between May and November of each year, and reflects the following definitions:

New to firm with no experience	Wage paid to persons trained but with no paid experience in the occupation.
New to firm with experience	Wage paid to journey-level or experienced persons just starting at the firm.
Three years plus experience with the firm	Wage generally paid to persons with three years of journey-level experience at the firm

The benefits offered by local employers (in terms of percentage of frequency) to full and part-time workers is presented. It is important to keep in mind that some employers may require a waiting or probationary period before some or all benefits go into effect. Also, the cost share between employee and employer, as well as degree of insurance coverage, may vary by employer. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

EMPLOYMENT TRENDS and SIZE

The local size and estimated projected growth for each occupation surveyed is data obtained from the Employment Development Department publication "Projections and Planning Information for Mendocino County."

SUPPLY and DEMAND ASSESSMENT

The assessment by employers of rate of growth, stability or decline in employment over the last twelve months and projected into the next two years. Also included in this section is information on labor supply and demand for each occupation based on the degree of difficulty employers have in finding qualified applicants. The following terms are used to classify occupational supply and demand in Mendocino County:

Very difficult	Demand is considerably greater than supply of qualified applicants. Employers often can not find qualified applicants when an opening exists.
Moderately difficult	Demand is moderately greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
Not difficult	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

VACANCIES

Vacancies that occurred in this occupation and were filled within the last 12 months.

EXPERIENCE, TRAINING and EDUCATION

The percentage of employers that require work experience, the percentage of employers that require training, and the education level of employees hired over the last twelve months. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

QUALIFICATIONS / SKILLS

Skills and qualifications identified as "very important" to most of the responding employers for job performance are listed in this section. Also listed are computer skills preferred and projected new skills.

RECRUITMENT

The most commonly used recruitment strategies used to recruit employees, as reported by employers.

EMPLOYMENT TIME BASE

The percentage of positions that are full-time, part-time, temporary/on call, and seasonal.

GENDER

Employee profile

WHERE THE JOBS ARE

Major employing industries

RESEARCH METHODOLOGY

OCCUPATIONAL SELECTION

The following process was used to select the occupations to be included in this study. Initial criteria were identified by the MPIC, Inc. staff to narrow down the list of occupations to be studied. The criteria were:

- That the occupation must be defined by the OES (2001-2002), SOC (2003) classification system;
- That the occupation must require training for entry;
- That the occupation typically require two years or less of training;
- That the potential salary level was \$6.75 per hour or more;
- That there be a substantial number of projected job openings in the county, or a need has been established for information on a changing industry;
- That the occupation have a substantial employment base in the county .

For the last two criteria, occupational projection tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present, and future employment by occupation and projected job growth rates for occupations in Mendocino County. Using these tables, occupations that showed a strong projected growth rate and/or large occupations that were expected to have a sizable number of replacement needs were selected. Some of the selected occupations did not meet all the criteria, but were selected based on community interest.

EDD/LMID reviewed and approved the final list of occupations for study, and verified the correct definition for each occupation.

DEFINITION OF OCCUPATION

The definition of each occupation is found in the Occupational Employment Statistics (OES) (2001-2002) and currently, the Standard Occupational Classification System (SOC) (2003) Dictionary published by the U.S. Department of Labor. The OES and SOC occupation definitions define the activities and functions of the worker and are sufficiently broad to capture a wide range of specialties within an occupation, but clear enough for use in research. The OES and currently, the SOC definitions are used by LMID to produce projections for employment (occupational estimates of size, growth, and separations.)

SURVEY SAMPLE DESIGN

After the survey occupations were selected, LMID then drew a sample of up to 40 local employers, comprised of a cross section of various sized firms, and representative of all major employing industries for each occupation. The MPIC, Inc. staff edited the employer sample, adding and deleting firms as needed, while maintaining representation. Prior to commencing the survey process the edited sample was approved by EDD/LMID. During the survey process, the MPIC, Inc. staff found that further edits were necessary since some employers did not use the occupation(s) being surveyed.

QUESTIONNAIRE DEVELOPMENT

A standard, two page, employer questionnaire was developed by EDD/LMID. A third skills page was developed by MPIC, Inc. to meet local needs. (See sample questionnaire page 133.)

SURVEY PROCEDURES

The survey process began in June 15, 2003 and continued through October 16, 2003. Over 600 employers were contacted for this effort. A telephone call was made to the appropriate contact person within the firm. Follow-up telephone calls were made to employers who failed to respond to the faxed or mailed survey by the established deadline to encourage their participation in the study. In many cases, a second copy of the survey was faxed to the contact person.

All completed surveys were reviewed and checked for completeness and consistency. Follow-up calls were made to complete and/or clarify responses.

Completed surveys deemed useable for the study were then coded for data entry. MPIC, Inc.'s required response goal was 15 useable responses for each occupation. These goals were met or exceeded for all but a few occupations, where the pool of employers was small, or the needed responses were difficult to obtain. Required response goals also included a minimum of three useable surveys from the major industries employing the occupation (where appropriate) to ensure adequate representation.

TABULATIONS AND SUMMARY

The survey responses were entered into a data base and tabulations were generated on computer software provided by EDD/LMID, with the exception of skills data. From those tabulations the data were analyzed by MPIC, Inc. staff and draft occupational profiles were prepared. The draft profiles and other report materials were then reviewed by EDD/LMID analysts. Once the review and edit process was completed, the report was finalized and produced.

Accountants and Auditors

Job Description

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data. OES 211140

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 7.50	\$ 14.00	\$ 14.38
New Hires with Experience	8.00	15.00	23.01
3 Years + Experience with Firm	11.00	16.78	23.01

Union Wages

	Low	Median	High
New Hires with No Experience	\$ NA*	\$ NA*	\$ NA*
New Hires with Experience	13.01	20.87	21.78
3 Years + Experience with Firm	14.35	24.01	25.37

*Unions did not hire without Experience

Additional Compensation Many employers offered an annual bonus.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	69%	6%	25%	
Dental Insurance	44%	6%	6%	
Vision Insurance	31%		6%	
Life Insurance	50%			
Paid Sick Leave	63%	6%	6%	
Paid Vacation	81%	6%		
Retirement	13%		56%	

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

♦ New Positions	0%
♦ Employees Leaving	100%
♦ Temporary Positions	0%
♦ Promotions	0%

Recruitment Methods

♦ Newspaper Ads	69%
♦ In-House Promotion or Transfer	38%
♦ Employee Referrals	31%
♦ Internet	31%
♦ Private Employment Agencies	13%

Size of Occupation

♦ Size of Employment	Large
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Gender make up of reported positions

♦ Male	28%
♦ Female	72%

Where the Jobs Are

Accounting, Auditing, & Bookkeeping Firms
Local Government and Schools
Wineries and Breweries
A Wide Variety of Businesses

Accountants and Auditors

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Slower than Average

All employers reported stable employment in this occupation during the last year. Almost all employers expect employment to remain stable, and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Reading and comprehension
Problem solving and analytical
Ability to communicate effectively, orally & in writing

Physical Abilities

Good vision
Able to sit continuously for 2 or more hours

Technical

Knowledge of generally accepted accounting principles
Financial report and statement preparation
Cost accounting
Record keeping, filing methods and records management techniques
Ability to use appropriate computer software/hardware

Computer Skills

Word processing/spreadsheet required by almost all
Database required by many
QuickBooks, QuickBooks Pro or custom program required by some

Other Qualifications

Ability to work independently
Establish and maintain good working relationships
Ability to work effectively under periods of pressure
Willingness to work occasional periods of overtime

Projected New Skills

Taxes and theory of accounting
Learn required Software
Budgeting

Skills Needed for Advancement

Management skills, organizational ability
Good technical, people and communication skills
Knowledge of company

Education

Minimum education requirements reported by responding employers

- ♦ Less than High School 13%
- ♦ High school or equivalent 19%
- ♦ Associate Degree 31%
- ♦ Bachelor Degree 38%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	75%	25%	0%
Training required	38%	13%	50%

Length of Experience

Firms requiring experience prefer an average of 30 months experience in this occupation.

Length of Training

Firms requiring training report that 24 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept 24 months experience in a related field such as General Ledger/Accounting, Payroll, Accounts Payable/Receivable, and Bookkeeping.

Other Information

Time Base

Full Time	97%	Temp/On Call	0%
Part Time	3%	Seasonal	0%

Emerging Occupations

Web Based Accounting

Administrative Services Managers

Job Description

Administrative Services Managers plan, organize, direct, control, or coordinate the supportive services department of businesses, agencies, and organizations. Typical Administrative Services Managers are Program Managers and Contract Administrators. Does not include Procurement Managers or Managers who spend less than 80% of their time in administrative services. OES 130140

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$10.00	\$11.00	\$20.76
New Hires with Experience	\$7.50	\$15.86	\$26.00
3 Yrs + Experience with Firm	\$7.50	\$17.95	\$30.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	100%	8%		8%
Dental Insurance	58%	8%		
Vision Insurance	58%			8%
Life Insurance	75%	17%		
Paid Sick Leave	75%	8%		
Paid Vacation	100%	17%		
Retirement	8%		25%	

A few employers offered free counseling services and an Employment Assistance Program.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 20%
- ♦ Employees Leaving 40%
- ♦ Temporary Positions 40%
- ♦ Promotions 0%

Recruitment Methods

- ♦ Newspaper Ads 100%
- ♦ In-House Promotion or Transfer 50%
- ♦ Employment Development Department 42%
- ♦ Walk-In Applicants 33%
- ♦ Internet 33%

Size of Occupation

- ♦ Size of Employment: Large

Gender make up of reported positions

- ♦ Male 34%
- ♦ Female 66%

Where the Jobs Are

Professional Organizations
Individual and Family Services
Social Services

Administrative Services Managers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Slower Than Average

Almost all employers reported stable employment in this occupation during the last year, and a few reported growth. Almost all employers expect employment to remain stable, and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively, orally and in writing

Technical Skills

Principles and practices relating to budget, contract, programs and systems management
Administrative principles & practices including goal-setting and implementation
Administration of staff and activities either directly or through subordinate supervision

Computer Skills

Work processing, spreadsheet required by most
Database required by many
Desktop publishing required by a few

Other Qualifications

Using tact, discretion, initiative and independent judgment within established guidelines
Selecting and motivating staff and providing for their training and professional development
Willingness to work more than 40 hours/week

Projected New Skills

Public relations
Communication skills

Skills Needed for Advancement

Industry knowledge, communication
Experience, training, management
Organize, direct, and motivate employees
Work with outside agencies

Education

Minimum education requirements reported by responding employers

♦ High school or equivalent	33%
♦ Associate Degree	33%
♦ Bachelor Degree	25%
♦ Graduate Study	8%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	67%	33%	0%
Training required	33%	17%	50%

Length of Experience

Firms requiring experience prefer an average of 28 months experience in this occupation.

Length of Training

Firms requiring training report that 28 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept 36 months experience in a related field such as Business/Office Management, Contract Administration, Business Administration and Public Administration.

Other Information

Time Base

Full Time	94%	Temp/On Call	0%
Part Time	6%	Seasonal	0%

Automotive Mechanics

Job Description

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists. OES 853020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$7.50	\$8.00
New Hires with Experience	\$8.00	\$12.00	\$17.26
3 Yrs + Experience with Firm	\$12.00	\$17.18	\$24.00

Additional Compensation Many employers gave some form of productivity-based bonus.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	53%		33%	
Dental Insurance	27%		20%	
Vision Insurance	13%		13%	
Life Insurance	20%		7%	
Paid Sick Leave	33%		7%	
Paid Vacation	60%		7%	
Retirement	13%		33%	

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	23%
♦ Employees Leaving	68%
♦ Temporary Positions	5%
♦ Promotions	5%

Recruitment Methods

♦ Newspaper Ads	53%
♦ Walk-In Applicants	47%
♦ Employee Referrals	40%
♦ Word of Mouth	20%
♦ In-House Promotion or Transfer	20%

Size of Occupation

♦ Size of Employment	Very Large
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Gender make up of reported positions

♦ Male	98%
♦ Female	2%

Where the Jobs Are

Automotive Repair Shops
New and Used Car Dealers
Auto and Home Supply Stores

Automotive Mechanics

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Faster Than Average

Many employers reported stable employment in this occupation during the last year, some reported growth, and some reported a decline. Most employers expect employment to remain stable, some expect to grow, and a few to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively, orally and in writing
Give close attention to detail and accuracy
Understand & carry out oral & written instructions

Physical Abilities

Ability to lift at least 50 pounds
Able to perform strenuous, physically demanding work
Able to use abdominal/lower back muscles repeatedly
Able to sit or stand continuously for 2 or more hours

Technical

Ability to read and interpret documents such as safety rules, operation and maintenance manuals
Knowledge of hydraulics, electrical systems, gas, and diesel engines

Other Qualifications

Ability to work independently
Ability to work effectively in a teamwork environment
Willingness to work occasional periods of overtime
Possess good DMV driving record

Projected New Skills

Ongoing Education
Electrical Diagnosis
Multitasking

Skills Needed for Advancement

Mechanical skills, attitude, and initiative
Ability to deal with people, willingness to learn
Other trade skills

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 33%
- ♦ High school or equivalent 60%
- ♦ Associate Degree 7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	87%	13%	0%
Training required	57%	29%	14%

Length of Experience

Firms requiring experience prefer an average of 38 months experience in this occupation.

Length of Training

Firms requiring training report that 10 months of training are needed prior to employment.

Experience in other occupations

A few firms will accept experience in a related field such as Electronics, Mechanic, Motorcycle or Airplane Mechanic.

Other Information

Time Base

Full Time	100%	Temp/On Call	0%
Part Time	0%	Seasonal	0%

Emerging Occupations

Electronic Technician
Diagnostic Technician

Bookkeeping, Accounting, and Auditing Clerks

Job Description

Bookkeeping, Accounting, and Auditing Clerks compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. SOC 433031

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.25	\$8.50	\$12.00
New Hires with Experience	\$8.00	\$10.00	\$14.79
3 Yrs + Experience with Firm	\$10.00	\$13.00	\$20.27

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	36%		57%	33%
Dental Insurance	21%		50%	
Vision Insurance	14%		43%	
Life Insurance	43%		21%	
Paid Sick Leave	50%	33%		
Paid Vacation	71%	33%	7%	
Retirement	21%		50%	33%

Additional Compensation A few employers offered dependent care, profit sharing, xmas bonus or discounts.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 0%
- ♦ Employees Leaving 25%
- ♦ Temporary Positions 25%
- ♦ Promotions 50%

Recruitment Methods

- ♦ Newspaper Ads 80%
- ♦ Employee Referrals 53%
- ♦ In-House Promotion or Transfer 47%
- ♦ Employment Development Department 47%

Size of Occupation

- ♦ Size of Employment Very Large

Gender make up of reported positions

- ♦ Male 22%
- ♦ Female 78%

Where the Jobs Are

A wide variety of businesses, non profit organizations and government agencies.

Hours: Full time average is 39 hours/week
Part time average is 27 hours/week

Bookkeeping, Accounting, and Auditing Clerks

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Slower Than Average

Almost all employers reported stable employment in this occupation during the last year, and a few reported a decline. All employers expect employment to remain stable over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions

Basic math

Ability to communicate effectively, orally & in writing

Technical

Bookkeeping

Ability to operate 10-Key adding machine by touch

Computer Skills

Almost all employers required knowledge of word processing and spreadsheets. Many used database and custom software and a few required desktop publishing.

Other Qualifications

Ability to work independently

Ability to pay attention to detail

Ability to perform routine, repetitive work

Multi-task

Skills Needed for Advancement

Dependability

AA degree in accounting

Highly organized

Honesty

Conscientious, good work ethic

Ability to learn

Emerging Occupations:

Internet Commerce

Tele Medicine

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 87%
- ♦ Associate Degree 13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	60%	33%	7%
Training required	13%	20%	67%
Training in lieu of experience	43%		57%

Training

The few employers that required training wanted business, accounting, bookkeeping classes. Also, be computer literate.

Length of Experience

Firms requiring experience prefer an average of 18 months experience in this occupation.

Length of Training

Firms requiring training report that 9 months of training are needed prior to employment.

Experience in other occupations

Most employers accepted experience in other occupations like sales, clerical, bank teller, AR or AP clerks.

Other Information

Time Base

Full Time	89%	Temp/On Call	3%
Part Time	8%	Seasonal	0%

Cabinetmakers and Bench Carpenters

Job Description

Cabinetmakers and Bench Carpenters cut, shape, and assemble wooden articles or set up and operate a variety of woodworking machines, such as power saws, jointers, and mortisers to surface, cut, or shape lumber or to fabricate parts for wood products. SOC 517011

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.75	\$8.00	\$10.00
New Hires with Experience	\$6.75	\$9.97	\$12.00
3 Yrs + Experience with Firm	\$7.50	\$12.00	\$16.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	22%		33%	
Dental Insurance	11%		22%	
Vision Insurance	11%		11%	
Life Insurance	11%			
Paid Sick Leave	22%			
Paid Vacation	56%			
Retirement	22%		22%	

Additional Compensation One employer said that after three years wage was based on piece work.

Hours: Full time average is 41 hours/week
Part time average is 20 hours/week

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	50%
♦ Employees Leaving	50%
♦ Temporary Positions	0%
♦ Promotions	0%

Recruitment Methods

♦ Employee Referrals	56%
♦ Word of Mouth	33%
♦ Walk-In Applicants	22%
♦ Newspaper Ads	22%
♦ Employment Development Department	22%

Size of Occupation

♦ Size of Employment	Large
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Gender make up of reported positions

♦ Male	91%
♦ Female	9%

Where the Jobs Are

Cabinet Making Businesses
Millwork where production work is done
Hard wood floor businesses

Cabinetmakers and Bench Carpenters

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Average

Many employers reported growth or stable employment in this occupation during the last year, and a few reported a decline. Many employers expect employment to remain grow, some to remain stable, and a few to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Ability to pay attention to detail
Ability to work independently
Ability to work with close supervision

Physical Abilities

Ability to lift at least 50 lbs. repeatedly
Possession of agility and coordination

Technical

Shop math skills
Ability to set up woodworking machines
Ability to read working drawings

Computer Skills

None of the employers required computer skills

Other Qualifications

Ability to write legibly
Oral communication skills

Skills Needed for Advancement

Reliability, responsible
Pride in work
Good work ethic
Math, drafting
Good communication skills
Quick thinking, awareness
Willingness to learn, self-starter

Education

Minimum education requirements reported by responding employers

- ♦ Less than High school 44%
- ♦ High school or equivalent 56%
- ♦ Associate Degree 0%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	22%	67%	11%
Training required	0%	56%	44%

Length of Experience

Firms requiring experience prefer an average of 21 months experience in this occupation.

Length of Training

Firms requiring training report that 12 months of training are needed prior to employment.

Experience in other occupations

Most of the employers accepted experience in other occupations such as carpenter, working with machines, anything mechanical including cooks, production work, teachers or just consistent employment.

Other Information

Time Base

Full Time	99%	Temp/On Call	0%
Part Time	1%	Seasonal	0%

Emerging Occupations

Working with computer operated machines
Working with different designs and materials

Carpenters

Job Description

Carpenters construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways to control the proper circulation of air through the passageways and to the working places.

SOC 472031

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$10.00	\$14.11
New Hires with Experience	\$10.00	\$15.00	\$22.00
3 Yrs + Experience with Firm	\$10.00	\$22.00	\$30.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	33%		7%	
Dental Insurance	7%			
Vision Insurance	7%			
Life Insurance	13%			
Paid Sick Leave				
Paid Vacation	33%			
Retirement	27%		27%	

Additional Compensation Few gave benefits for dependents, xmas bonus, per diem travel, med reimbursement.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	22%
♦ Employees Leaving	49%
♦ Temporary Positions	29%
♦ Promotions	0%

Recruitment Methods

♦ Employee Referrals	73%
♦ Newspaper Ads	47%
♦ Walk-In Applicants	47%
♦ In-House Promotion or Transfer	20%

Size of Occupation

♦ Size of Employment	Very Large
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Gender make up of reported positions

♦ Male	99%
♦ Female	1%

Where the Jobs Are

Residential & Commercial Building Construction

Hours: Full time average is 39 hours/week
Part time average is 20 hours/week

Carpenters

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Average

Many employers reported stable or growing employment in this occupation, and some reported decline during the last year. Many employers expect employment to remain stable or grow, and a few to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Ability to communicate effectively

Physical Abilities

Possession of agility and coordination
Ability to perform strenuous, physically demanding wk
Ability to lift at least 50 lbs. repeatedly

Technical

Rough carpentry skills
Shop math

Computer Skills

A few employers required word processing or computer literacy and some required knowledge of spreadsheets

Other Qualifications

Possession of a reliable vehicle
Possession of a good DMV driving record
Ability to provide own hand tools
Ability to work independently

Skills Needed for Advancement

Journeyman level upgrade in skill
Reliability, productive attitude
How to get job done in timely fashion within bid
How to relate crew, customers and sub-contractors
Safe work habits
Effective communication

Emerging Occupations

Structural Engineering
Metal Building Assembler

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 47%
- ♦ High school or equivalent 53%
- ♦ Associate Degree 0%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	47%	40%	13%
Training required	13%	33%	53%

Length of Experience

Firms requiring experience prefer an average of 28 months experience in this occupation.

Length of Training

Firms requiring training report that 12 months of training are needed prior to employment.

Experience in other occupations

Many of the employers accepted experience in a compatible, mechanical occupation or union apprenticeship program.

Other Information

Time Base

Full Time	97%	Temp/On Call	2%
Part Time	1%	Seasonal	0%

Cashiers

Job Description

Cashiers receive and disburse money in establishments other than financial institutions. Usually involves use of electronic scanners, cash registers, or related equipment. Often involved in processing credit or debit card transactions and validating checks. SOC 412011

Wages and Benefits

Wages

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 6.75	\$ 6.75	\$ 7.75
New Hires with Experience	6.75	7.50	8.74
3 Years + Experience with Firm	7.55	8.50	11.00

Union Wages

	Low	Median	High
New Hires with No Experience	\$ 6.75	\$ 8.00	\$ 9.95
New Hires with Experience	7.10	9.00	9.45
3 Years + Experience with Firm	8.00	11.33	19.08

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	60%	25%	27%	13%
Dental Insurance	53%	25%	27%	13%
Vision Insurance	40%	25%	20%	13%
Life Insurance	47%	13%	27%	19%
Paid Sick Leave	67%	25%	13%	13%
Paid Vacation	80%	31%	7%	6%
Retirement	40%	25%	47%	25%

Additional Compensation A few employers offered benefits to families, profit sharing, or merchandise discounts. One non-union employer paid \$19.08 after three years.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	7%
♦ Employees Leaving	87%
♦ Temporary Positions	3%
♦ Promotions	3%

Recruitment Methods

♦ Walk in Applicants	63%
♦ Newspaper Ads	56%
♦ Employee Referrals	56%
♦ In House Promotions or Transfer	25%
♦ Employment Development Department	25%

Size of Occupation

♦ Size of Employment	Very Large
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Gender make up of reported positions

♦ Male	29%
♦ Female	71%

Where the Jobs Are

Department, Drug and Grocery Stores
A wide variety of recreational and retail establishments

Hours: Full time average is 39 hours/week
Part time average is 27 hours/week

Cashiers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Much Faster Than Average

Many employers reported stable or growing employment in this occupation during the last year, and a few reported a decline. Many employers expect employment to grow over the next two years. Some employers expect to remain stable, and a few expect to decline.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Ability to communicate
Basic math

Physical Abilities

Able to stand continuously for 2 or more hours

Technical

Cash handling
Ability to follow check cashing procedures
Ability to operate a cash register

Computer Skills

A few employers used word processing and some wanted employees who were computer literate.

Other Qualifications

Ability to work independently
Public contact, pleasant, courteous
Ability to work with close supervision
Customer service

Skills Needed for Advancement

Initiative
Dependable
Customer service
Willingness to work hard, good work ethic
Retail knowledge, sales, merchandizing
Math
Good decision maker, common sense
Length of employment, loyalty

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 69%
- ♦ High school or equivalent 31%
- ♦ Associate Degree 0%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	6%	50%	44%
Training in lieu of experience	78%	0%	22%

Length of Experience

Firms requiring experience prefer an average of 7 months experience in this occupation.

Length of Training

None of the firms requiring training prior to employment.

Experience in other occupations

All of the employers accepted experience in other occupations, such as jobs that required cash handling, customer service, retail, bank teller.

Other Information

Time Base

Full Time	43%	Temp/On Call	0%
Part Time	52%	Seasonal	4%

Child Care Workers

Job Description

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting. OES 680380

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.25	\$7.91	\$8.75
New Hires with Experience	\$6.25	\$8.08	\$9.97
3 Yrs + Experience with Firm	\$7.75	\$8.88	\$12.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	36%	7%	14%	7%
Dental Insurance	29%	7%	14%	7%
Vision Insurance	29%	7%	14%	7%
Life Insurance	29%	7%		
Paid Sick Leave	57%	7%		7%
Paid Vacation	64%	14%	7%	
Retirement			7%	14%

Some employers made available additional services such as classes and training, Employee Assistance Program, or membership at place of employment.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

♦ New Positions	0%
♦ Employees Leaving	75%
♦ Temporary Positions	5%
♦ Promotions	20%

Recruitment Methods

♦ Newspaper Ads	86%
♦ Employee Referrals	43%
♦ Employment Development Department	36%
♦ Walk-In Applicants	36%
♦ Colleges/Universities	21%

Size of Occupation

♦ Size of Employment	Medium
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Gender make up of reported positions

♦ Male	36%
♦ Female	64%

Where the Jobs Are

Child Day Care Services
Residential Care
Individual and Family Services
Schools, Elementary through Adult Education

Child Care Workers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

Projected Growth Rate Much Faster Than Average

Many employers reported stable employment in this occupation during the last year, and some expected to grow. Most employers expect employment to remain stable, and some to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Listening
Oral communication

Technical

Trained in CPR and First Aid techniques
Teaching skills - understand the need for multiple approaches

Other Qualifications

Pass fingerprinting qualification
Good grooming

Projected New Skills

Continuing education in childcare
Organizational
Art

Skills Needed for Advancement

Education
Knowledge of Child Development
Tolerance of teen behavior
Organizational
Supervisory
People
Communication
Reading, writing, math for older children
Classroom management (when at Child Care Centers)

Education

Minimum education requirements reported by responding employers

- ♦ Less than High School 29%
- ♦ High school or equivalent 71%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	29%	57%	14%
Training required	36%	29%	36%

Length of Experience

Firms requiring experience prefer an average of 12 months experience in this occupation.

Length of Training

Firms requiring training report that 6 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept 9 months experience in a related field such as Teaching, other Childcare jobs, Babysitting, Licensed Child Care Center, Customer Service, or Motherhood.

Other Information

Time Base

Full Time	71%	Temp/On Call	5%
Part Time	19%	Seasonal	6%

Computer Programmers, Including Aides

Job Description

Computer Programmers, Including Aides convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information. OES 251051

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$18.85	\$18.85	\$18.85
New Hires with Experience	\$12.15	\$19.06	\$20.81
3 Yrs + Experience with Firm	\$15.00	\$22.44	\$38.36

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	75%		25%	
Dental Insurance	75%			
Vision Insurance	75%			
Life Insurance	50%			
Paid Sick Leave	100%	25%		
Paid Vacation	100%	25%		
Retirement	50%		25%	
Child Care			25%	

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	43%
♦ Employees Leaving	29%
♦ Temporary Positions	0%
♦ Promotions	29%

Recruitment Methods

♦ Newspaper Ads	75%
♦ Internet	75%
♦ Colleges/Universities	50%
♦ Walk-In Applicants, Employee Referrals	25%
♦ In-House Promotion or Transfer	25%

Size of Occupation

♦ Size of Employment:	Small
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Gender make up of reported positions

♦ Male	42%
♦ Female	58%

Where the Jobs Are

Computer and Data Processing Services
Colleges and Universities
Hospitals
Management and Public Relations

Computer Programmers, Including Aides

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ◆ Projected Growth Rate Much Faster Than Average

Many employers reported stable employment in this occupation during the last year, and many reported growth. Many employers expect employment to remain stable, and many expect to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to communicate effectively, orally and in writing

Technical Skills

Ability to write, edit, and debug computer programs for business

Ability to use current programming languages

Ability to use logic and analysis to solve problems

Ability to organize information for records management

Ability to generate needed reports

Computer Skills

Programming languages (e.g. Cobol, "C++", 4GL, SQL, HTML) were specified by some

UNIX Operating system was listed by a few

MS Word, MS Excel, and desktop publishing by many

Database, (e.g. Access or FileMaker) by most

Other Qualifications

Ability to work effectively under pressure

Ability to work well independently

Ability to perform precision work

Willingness to work overtime occasionally

Projected New Skills

Ability to keep learning

Skills Needed for Advancement

Supervisory skills

Management, budget

Performance, aptitude

Drive, passionate Interest

Education

Minimum education requirements reported by responding employers

◆ High school or equivalent	50%
◆ Associate Degree	0%
◆ Bachelor Degree	25%
◆ Graduate Study	25%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	75%	25%	0%
Training required	25%	0%	75%

Length of Experience

Firms requiring experience prefer an average of 11 months experience in this occupation.

Length of Training

Firms requiring training report that 15 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept 36 months experience in a related field such as Engineer.

Other Information

Time Base

Full Time	83%	Temp/On Call	8%
Part Time	8%	Seasonal	0%

Computer Support Specialists

Job Description

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems. OES 251040

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 7.00	\$ 8.00	\$ 9.00
New Hires with Experience	7.00	11.98	15.00
3 Years + Experience with Firm	7.00	13.78	17.00

Union Wages

	Low	Median	High
New Hires with No Experience	\$ 10.17	\$ 11.91	\$ 14.37
New Hires with Experience	10.97	15.86	19.53
3 Years + Experience with Firm	10.97	16.66	22.61

Additional Compensation A few employers offered long-term disability or an IRA

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	60%		33%	7%
Dental Insurance	60%		27%	7%
Vision Insurance	60%		27%	7%
Life Insurance	80%			7%
Paid Sick Leave	80%	7%	13%	7%
Paid Vacation	80%	7%	7%	7%
Retirement	20%		47%	7%
Child Care			13%	

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

♦ New Positions	35%
♦ Employees Leaving	35%
♦ Temporary Positions	6%
♦ Promotions	24%

Recruitment Methods

♦ Newspaper Ads	80%
♦ Internet	47%
♦ Colleges/Universities	40%
♦ Employee Referrals	20%
♦ School, Program Referrals	20%
♦ Walk-In Applicants	20%

Size of Occupation

♦ Size of Employment	Medium
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Gender make up of reported positions

♦ Male	78%
♦ Female	22%

Where the Jobs Are

Computer, Internet and Data Processing Services
Local Government
School Districts and Colleges
A Wide Variety of Businesses and Agencies

Computer Support Specialists

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year, and some grew. Almost all employers expect employment to remain stable, and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Listening and customer service
Ability to communicate with computer literate staff
Ability to communicate technical information to non-technical staff
Ability to read and follow directions

Technical

Knowledge of Mac/PC hardware and operating systems
Ability to use operating manuals
Knowledge of software applications
Understanding of wide area networks (WAN)
Understanding of local area networks (LAN)
Ability to troubleshoot

Computer Skills

Mac and PC Experience
Word processing, spreadsheet, database
Desktop Publishing
Networking

Other Qualifications

Ability to work independently
Ability to work effectively under periods of pressure
Information gathering and organization

Projected New Skills

Installation and Repair - Hardware and Software
Customer Service

Skills Needed for Advancement

Supervisory skills, interest and drive
Programming, internet - Webmaster
Added training, hardware and wiring

Education

Minimum education requirements reported by responding employers

♦ Less than High School	0%
♦ High school or equivalent	87%
♦ Associate Degree	7%
♦ Bachelor Degree	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	60%	33%	7%
Training required	47%	20%	33%

Length of Experience

Firms requiring experience prefer an average of 20 months experience in this occupation.

Length of Training

Firms requiring training report that 13 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept 10 months experience in a related field such as Customer Service, Computer Troubleshooting, Entry Level Technical Positions.

Other Information

Time Base

Full Time	87%	Temp/On Call	2%
Part Time	11%	Seasonal	0%

Cooks - Restaurant

Job Description

Restaurant Cooks* prepare, season, and cook soups, meats, vegetables, desserts, or other foodstuffs in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu. SOC 352014

* The restaurants chosen for this survey were higher quality and did not include fast food restaurants.

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$8.00	\$8.00
New Hires with Experience	\$7.50	\$10.00	\$12.25
3 Yrs + Experience with Firm	\$9.00	\$13.00	\$15.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	20%	13%	27%	13%
Dental Insurance	7%		20%	13%
Vision Insurance	7%		13%	13%
Life Insurance	13%		7%	
Paid Sick Leave	20%			
Paid Vacation	33%	7%	7%	
Retirement	7%		27%	

Additional Compensation Many employers provided free food on shift, some provided tips and a few provided Head Chef with more medical benefits.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 4%
- ♦ Employees Leaving 88%
- ♦ Temporary Positions 4%
- ♦ Promotions 4%

Recruitment Methods

- ♦ In House Promotion or Transfer 60%
- ♦ Newspaper Ads 53%
- ♦ Employee Referrals 27%
- ♦ Internet, EDD, and Walk In Applicants each 20%

Size of Occupation

- ♦ Size of Employment Large

Gender make up of reported positions

- ♦ Male 80%
- ♦ Female 20%

Where the Jobs Are

Eating and Drinking Places

Hours: Full time average is 40 hours/week
Part time average is 24 hours/week

Cooks - Restaurant

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Average

Almost all employers reported stable employment in this occupation during the last year, and a few reported growth. Almost all employers expect employment to remain stable, and a few to grow over the next two

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Ability to communicate effectively

Physical Abilities

Able to stand continuously for 2 or more hours
Ability to lift at least 30 lbs. repeatedly

Technical

Sauce making
Ability to plan and organize the work of others
Some required certification as a food handler, ServSafe

Computer Skills

A few employers required skills in word processing, spreadsheet or just computer literacy.

Other Qualifications

Ability to work independently
Ability to work under pressure
Willingness to work with close supervision
Ability to work in a teamwork environment

Skills Needed for Advancement

Inventory, ordering
Attention to detail, organization
Creativity
Math, sense of percentages, portions
Management, knowledge of running a full kitchen
Knowledge of food, food and wine pairing
Cleanliness
Shows interest in the business
Communication with employees
Productivity

Education

Minimum education requirements reported by responding employers

- ♦ Less than High school 60%
- ♦ High school or equivalent 33%
- ♦ Associate Degree 7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	60%	27%	13%
Technical / Vocational Training	13%	40%	47%
Training in lieu of experience	85%		15%

Length of Experience

Firms requiring experience prefer an average of 13 months experience in this occupation.

Length of Training

Firms requiring training report that 9 months of training are needed prior to employment. A few employers required restaurant OJT or a certificate as an Executive Chef at a 4 year college, some required Culinary School.

Experience in other occupations

Many of the employers accepted experience in other occupations such as Prep Cook, Line Cook, jobs in restaurant business or commercial kitchen.

Other Information

Time Base

Full Time	79%	Temp/On Call	2%
Part Time	18%	Seasonal	2%

Counter and Rental Clerks

Job Description

Counter and Rental Clerks receive orders for repairs, rentals, and services. May describe available options, compute cost, and accept payment. SOC 412021

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.75	\$6.75	\$8.00
New Hires with Experience	\$6.75	\$7.25	\$12.00
3 Yrs + Experience with Firm	\$7.25	\$9.50	\$13.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	60%		20%	10%
Dental Insurance	50%			
Vision Insurance	10%		10%	
Life Insurance			10%	
Paid Sick Leave	30%			
Paid Vacation	80%	20%		
Retirement	30%	10%	40%	
Child Care	10%	10%		

Additional Compensation Some gave free services that business offered, some gave commissions on sales, and a few gave bonuses

Hours: Full time average is 41 hours/week
Part time average if 23 hours/week

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 15%
- ♦ Employees Leaving 72%
- ♦ Temporary Positions 11%
- ♦ Promotions 2%

Recruitment Methods

- ♦ Employee Referrals 67%
- ♦ Word of Mouth 47%
- ♦ Walk-In Applicants 47%
- ♦ Newspaper Ads 40%

Size of Occupation

- ♦ Size of Employment Large

Gender make up of reported positions

- ♦ Male 44%
- ♦ Female 56%

Where the Jobs Are

Equipment Rental and Leasing
Video Tape Rental
Misc. Amusement, Recreation Services
Misc. Personal Services
New and Used Car Dealers
Public Warehousing and Storage

Counter and Rental Clerks

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Average

Most employers reported stable employment in this occupation during the last year, and many reported growth. Many employers expect employment to remain stable or grow over the next two years, and a few expected to decline.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Basic math
Ability to communicate effectively orally

Physical Abilities

Able to stand continuously for 2 or more hours

Technical

Cash handling
Ability to operate a cash register

Computer Skills

Some employers required knowledge of word processing, spreadsheet, database; a few desktop publishing and many wanted applicants to be computer literate.

Other Qualifications

Ability to work independently
Customer service
Ability to learn computer system
Sales

Skills Needed for Advancement

Good people skills
Good communication with customers and coworkers
Reliability, honesty
Problem solver
Initiative, self motivated, interest in business
Computer skills
Retail sales management
Attention to detail, inventory control
Experience, knowledge of products
Good at sales, personality

Education

Minimum education requirements reported by responding employers

- ♦ Less than High school 47%
- ♦ High school or equivalent 53%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	33%	33%	33%
Training in lieu of experience	60%	0%	40%

Length of Experience

Firms requiring experience prefer an average of 12 months experience in this occupation.

Length of Training in lieu of Experience

Firms requiring training report that 5 months of training are needed prior to employment.

Experience in other occupations

Almost all of the employers accepted experience in other occupations, such as clerical, customer service, cashier, equipment rental, parts, service.

Other Information

Time Base

Full Time	40%	Temp/On Call	0%
Part Time	60%	Seasonal	0%

Dental Assistants

Job Description

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required. OES 660020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$8.25	\$12.00
New Hires with Experience	\$9.00	\$12.00	\$16.00
3 Yrs + Experience with Firm	\$10.00	\$14.00	\$18.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	27%		13%	
Dental Insurance	53%		13%	
Vision Insurance			13%	
Life Insurance	13%		7%	
Paid Sick Leave	67%			
Paid Vacation	93%			
Retirement	47%		20%	

Additional Compensation Some employers paid for training. Some employers gave bonuses or commissions. A few gave gym membership.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	10%
♦ Employees Leaving	80%
♦ Temporary Positions	0%
♦ Promotions	10%

Recruitment Methods

♦ Newspaper Ads	67%
♦ Employee Referrals	53%
♦ Walk-In Applicants	47%
♦ School, Program Referrals	20%
♦ Word of Mouth	20%

Size of Occupation

♦ Size of Employment	Medium
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Gender make up of reported positions

♦ Male	0%
♦ Female	100%

Where the Jobs Are

Offices & Clinics or Dentists

Dental Assistants

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year, and some reported growth. Almost all employers expect employment to remain stable, and some to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Legible handwriting
Ability to read and follow directions
Ability to follow oral instructions
Ability to communicate effectively, orally & in writing

Physical Abilities

Good hearing and vision
Able to stand continuously for 2 or more hours

Technical

Ability to perform or assist with dental procedures
Record keeping
Knowledge of dental materials
Possession of a Radiation Safety Certificate
Trained in CPR and First Aid techniques

Computer Skills

Some employers required word processing
A few employers used dataBase, Quicken, or a custom dental program

Other Qualifications

Ability to work independently
Good grooming and public contact
Ability to work in a teamwork environment
Ability to work effectively in periods of high pressure

Projected New Skills

XRay License
Coronal Polish and a good smile
Continuing education to match state requirements

Skills Needed for Advancement

RDA Certificate
RDAEF Certificate, dental, desire to advance
Business knowledge, good people skills

Education

Minimum education requirements reported by responding employers

- ♦ Less than High School 13%
- ♦ High school or equivalent 73%
- ♦ Associate Degree 13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	47%	40%	13%
Training required	47%	33%	20%

Length of Experience

Firms requiring experience prefer an average of 14 months experience in this occupation.

Length of Training

Firms requiring training report that 19 months of training are needed prior to employment.

Experience in other occupations

None of the employers accepted experience in other occupations.

Other Information

Time Base

Full Time	88%	Temp/On Call	0%
Part Time	13%	Seasonal	0%

Dental Hygienists

Job Description

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth. OES 329080

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$20.83	\$34.38	\$46.03
New Hires with Experience	\$15.91	\$37.50	\$50.00
3 Yrs + Experience with Firm	\$19.84	\$40.00	\$62.50

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	20%		7%	7%
Dental Insurance	20%	7%	7%	
Vision Insurance			7%	
Life Insurance	20%			
Paid Sick Leave	20%	7%		
Paid Vacation	20%	13%		13%
Retirement	13%	7%		

Additional Compensation Many/most employers base wages on a percentages of production.

Hours: Full time average is 27 hours/week
Part time average is 21 hours/week

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	33%
♦ Employees Leaving	67%
♦ Temporary Positions	0%
♦ Promotions	0%

Recruitment Methods

♦ Employee Referrals	60%
♦ Newspaper Ads	47%
♦ Walk-In Applicants	33%
♦ Internet	27%

Size of Occupation

♦ Size of Employment	Medium
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Gender make up of reported positions

♦ Male	5%
♦ Female	95%

Where the Jobs Are

Offices & Clinics of Dentists

Dental Hygienists

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year, and some reported decline or growth. Many employers expect employment to remain stable or grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions

Ability to communicate effectively, orally & in writing

Physical Abilities

Able to stand continuously for 2 or more hours

Technical

Registered Dental Hygienist License

Record keeping

Knowledge of anesthesiology

Possession of a Radiation Safety Certificate

Ability to perform or assist with dental procedures

Understanding of good diet and nutrition

Hygiene skills

Computer Skills

A few employers used custom dental programs

Other Qualifications

Ability to work independently

Public contact

Ability to work in a teamwork environment

Skills Needed for Advancement

Good people skills

Continuing education to match state requirements

Education

Minimum education requirements reported by responding employers

♦ High school or equivalent	7%
♦ Associate Degree	47%
♦ Bachelor Degree	33%
♦ Graduate Study	13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	60%	40%	0%
Training required	80%	0%	20%

Length of Experience

Firms requiring experience prefer an average of 22 months experience in this occupation.

Length of Training

Firms requiring training report that 24 months of training are needed prior to employment.

Experience in other occupations

None of the employers accepted experience in other occupations.

Other Information

Time Base

Full Time	45%	Temp/On Call	0%
Part Time	55%	Seasonal	0%

Drafters

Job Description

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings. OES 225140

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.25	\$9.00	\$12.00
New Hires with Experience	\$8.00	\$14.50	\$18.00
3 Yrs + Experience with Firm	\$10.00	\$18.00	\$25.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	50%		40%	
Dental Insurance	10%		30%	
Vision Insurance	10%		30%	
Life Insurance	50%			
Paid Sick Leave	60%		10%	
Paid Vacation	70%		10%	10%
Retirement	20%		50%	

Additional Compensation A few employers offered bonuses, profit sharing, RX Plan, or overtime.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 0%
- ♦ Employees Leaving 50%
- ♦ Temporary Positions 0%
- ♦ Promotions 50%

Recruitment Methods

- ♦ Employee Referrals 70%
- ♦ Newspaper Ads 40%
- ♦ In-House Promotion or Transfer 30%
- ♦ Employment Development Department 20%
- ♦ Walk-In Applicants 20%

Size of Occupation

- ♦ Size of Employment Medium

Gender make up of reported positions

- ♦ Male 91%
- ♦ Female 9%

Where the Jobs Are

Engineering and Architectural Services
Metal Forgings and Stampings
General Industrial Machinery
Local Government
Miscellaneous Business Services

Drafters

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Remain Stable

Most employers reported stable employment in this occupation during the last year, a few reported growth and some reported a decline. Many employers expect employment to remain stable, and many expect to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

English grammar and spelling
Legible handwriting
Ability to read and follow instructions
Listening
Verbal communication

Physical Abilities

Able to sit or stand continuously for 2 or more hours

Technical

Ability to read blueprints
Computer Assisted Design (CAD)

Other Qualifications

Ability to work independently
Ability to work effectively in a teamwork environment

Projected New Skills

Precision measuring equipment
Survey
Math fundamentals
Construction knowledge
AutoCAD

Skills Needed for Advancement

Architectural, engineering, surveying background
Organization, communication
Business management
Attention to detail, accuracy
Attitude, motivation
Ingenuity

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 70%
- ♦ Associate Degree 30%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	70%	30%	0%
Training required	50%	50%	0%

Length of Experience

Firms requiring experience prefer an average of 28 months experience in this occupation.

Length of Training

Firms requiring training report that 15 months of training are needed prior to employment.

Experience in other occupations

Most firms will accept experience in a related field such as Engineering, Design, Architect, Mechanic, Machinist, or Construction.

Other Information

Time Base

Full Time	94%	Temp/On Call	0%
Part Time	6%	Seasonal	0%

Emerging Occupations

Light Rail System

Electrical and Electronic Assemblers

Job Description

Electrical and Electronic Assemblers include assemblers who perform work at a level not requiring a high degree of precision. The occupation includes such occupations as Electronic Wirers, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers, and Electrical and Electronic Subassemblers. OES 939050

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.75	\$8.00	\$9.00
New Hires with Experience	\$6.75	\$10.50	\$11.00
3 Yrs + Experience with Firm	\$9.00	\$14.00	\$15.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance			50%	25%
Dental Insurance			25%	
Vision Insurance			25%	
Life Insurance	25%			
Paid Sick Leave	25%			
Paid Vacation	75%	25%		
Retirement				

Hours: Full time average is 40 hours/week
Part time average is 30 hours/week

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	0%
♦ Employees Leaving	100%
♦ Temporary Positions	0%
♦ Promotions	0%

Recruitment Methods

♦ Employee Referrals	100%
♦ Newspaper Ads	33%
♦ In-House Promotion or Transfer	33%
♦ Employment Development Department	33%
♦ Walk-In Applicants	33%
♦ Private Employment Agencies	33%

Size of Occupation

♦ Size of Employment	Small
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Gender make up of reported positions

♦ Male	50%
♦ Female	50%

Where the Jobs Are

Special Industry Machinery Shops
Electric Distribution Equipment

Electrical and Electronic Assemblers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Slower than Average

Most employers reported stable employment in this occupation during the last year, and some reported a decline. All employers expect employment to remain stable over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow instructions
Verbal communication

Physical Abilities

Manual dexterity
Good vision
Good eye-hand coordination

Technical

Ability to use hand tools
Electronic component and product assembly
Soldering

Other Qualifications

Ability to work independently

Skills Needed for Advancement

Organization
Intermediate math through trig
Physical sciences
Communication
Leadership
Self-direction

Projected New Skills

Understanding basic electronic & pneumatic soldering
and assembly
Ability to read blueprints/schematics
CAD

Education

Minimum education requirements reported by responding employers

- ♦ Less than High school 50%
- ♦ High school or equivalent 25%
- ♦ Associate Degree 25%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	25%	25%	50%
Training required	25%	25%	50%

Length of Experience

Firms requiring experience prefer an average of 18 months experience in this occupation.

Length of Training

Firms requiring training report that 12 months of training are needed prior to employment.

Experience in other occupations

Most firms will accept experience in a related field such as Auto Mechanic, TV Repair Tech.

Other Information

Time Base

Full Time	38%	Temp/On Call	0%
Part Time	63%	Seasonal	0%

Electricians

Job Description

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Please include Protective Signal Installers and Repairers and Street Light Services. OES 872020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$8.00	\$9.00	\$9.00
New Hires with Experience	\$8.00	\$15.00	\$20.00
3 Yrs + Experience with Firm	\$11.00	\$16.30	\$25.75

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	44%		22%	
Dental Insurance	33%		22%	
Vision Insurance	22%		11%	
Life Insurance	33%		11%	
Paid Sick Leave	11%		11%	
Paid Vacation	89%			
Retirement			33%	

Additional Compensation A few employers offered bonuses, holidays off, additional services

Hours: Full time average is 41 hours/week
Part time average is 10 hours/week

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	22%
♦ Employees Leaving	22%
♦ Temporary Positions	44%
♦ Promotions	11%

Recruitment Methods

♦ Newspaper Ads	67%
♦ Employee Referrals	56%
♦ Walk-In Applicants	44%
♦ EDD, Internet, In House Promotions each	22%
♦ Applicants known to employer or industry	22%

Size of Occupation

♦ Size of Employment	Medium
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Gender make up of reported positions

♦ Male	100%
♦ Female	0%

Where the Jobs Are

Electrical Work
Sawmills and Planing Mills

Electricians

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Remain Stable

All employers reported stable employment in this occupation during the last year. Most employers expect employment to remain stable, and some expect to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Legible handwriting
Ability to read and follow instructions
Possession of mechanical aptitude

Physical Abilities

Able to stand continuously for 2 or more hours
Ability to crawl under buildings
Ability to climb ladders
Good color perception

Technical

Ability to read blueprints
Knowledge of electrical circuitry
Ability to install electrical equipment

Other Qualifications

Ability to work independently
Ability to work effectively in a teamwork environment
Some employers use word processing, spreadsheet and database computer programs

Projected New Skills

Communication with employees and customers
Math fundamentals
Construction knowledge

Skills Needed for Advancement

Attitude for learning, motivation
Computer bidding, organization
Years of experience, common sense
Supervisory and management
Math, drug free

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 78%
- ♦ Associate Degree 22%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	67%	33%	0%
Training required	22%	33%	44%

Length of Experience

Firms requiring experience prefer an average of 19 months experience in this occupation.

Length of Training

Firms requiring training report that 18 months of training are needed prior to employment.

Experience in other occupations

Most firms will accept experience in a related field such as Carpentry, Engineering, Electronics, or Construction.

Other Information

Time Base

Full Time	93%	Temp/On Call	2%
Part Time	5%	Seasonal	0%

Emerging Occupations

Fiber Optics, Low Voltage
New Certification may be required

Farmworkers, Food and Fiber Crops

Job Description

Farmworkers, Food and Fiber Crops manually plant, cultivate, and harvest food and fiber products such as grains, vegetables, fruits, nuts, and field crops (e.g. cotton, mint, hops, and tobacco). Use hand tools such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying fungicides, herbicides, or pesticides; and packing and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities. Include works involved in expediting pollination and those who cut seed tuber crops into sections for planting. (This occupation was added in 1995 as a result of the desegregation of Occupation 798550 General Farm Workers.)

OES 798560

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.75	\$6.88	\$7.75
New Hires with Experience	\$6.75	\$7.01	\$7.50
3 Yrs + Experience with Firm	\$6.75	\$8.00	\$9.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	36%		21%	
Dental Insurance			7%	
Vision Insurance	7%		7%	
Life Insurance	14%			
Paid Sick Leave	14%			
Paid Vacation	64%			
Retirement	14%		29%	

Additional Compensation Some employers provided bonuses, housing. A few provided gas, utilities, medical costs as needed.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	2%
♦ Employees Leaving	1%
♦ Temporary Positions	97%
♦ Promotions	0%

Recruitment Methods

♦ Employee Referrals	93%
♦ Walk-In Applicants	64%
♦ In-House Promotion or Transfer	43%
♦ Word of Mouth	43%

Size of Occupation

♦ Size of Employment	NA
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Gender make up of reported positions

♦ Male	89%
♦ Female	11%

Where the Jobs Are

Horticulture businesses
Vineyards
Orchards

Hours: Full time average is 47 hours per week
Part time average is 20 hours per week
Temporary/On Call average is 45 hours per week
Seasonal average is 55 hours per week

Farmworkers, Food and Fiber Crops

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Not Available

Most employers reported stable employment in this occupation during the last year, a few reported growth or a decline. Most employers expect employment to remain stable, some expect to grow, and a few expect to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to comprehend what is needed
Ability to follow instructions
Common sense
Be able to read labels

Physical Abilities

Ability to perform strenuous, physically demanding work
Willingness to work early mornings and weekends

Technical

Safety conscious

Other Qualifications

Ability to work independently
Have the motivation to learn
Work well with others, team player

Projected New Skills

Speak English
Equipment operation

Skills Needed for Advancement

Problem solver
Leadership, management capability
Ability to read and write
Initiative, quality of work
Drivers license, driving ability, equipment smart
Organization
Longevity

Education

Minimum education requirements reported by responding employers

- ♦ Less Than High School 100%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	0%	79%	21%
Training required	0%	7%	93%

Length of Experience

Firms requiring experience prefer an average of 6 months experience in this occupation.

Length of Training

Firms requiring training report that 3 months of training are needed prior to employment.

Experience in other occupations

Most firms will accept experience in a related field such as Construction, Equipment Operators, Handymen, Farmed a different crop, General Labor, Packing House.

Other Information

Time Base

Full Time	927%	Temp/On Call	1%
Part Time	0%	Seasonal	72%

Emerging Occupations and Trends

Vineyard Technician
Organic Farming
More Equipment Operators
Farming is becoming more technically oriented

Firefighters

Job Description

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State, or Federal government. OES 630080

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 6.39	\$ 7.03	\$ 8.95
New Hires with Experience	6.39	8.31	12.66
3 Years + Experience with Firm	8.31	9.59	20.14

Union Wages

	Low	Median	High
New Hires with No Experience	\$ NA*	\$ NA*	\$ NA*
New Hires with Experience	7.52	10.58	13.63
3 Years + Experience with Firm	10.27	12.65	15.03

*Unions did not hire without Experience

Additional Compensation A few employers paid 5% more on salary for EMT I. Also a few employers offered overtime.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	83%	17%		
Dental Insurance	50%	33%		
Vision Insurance	50%	33%		
Life Insurance	67%	17%		
Paid Sick Leave	83%	17%		
Paid Vacation	100%			
Retirement	67%	17%		

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced	X		
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	0%
♦ Employees Leaving	5%
♦ Temporary Positions	94%
♦ Promotions	1%

Recruitment Methods

♦ In-House Promotion or Transfer	83%
♦ Walk-In Applicants	50%
♦ Employee Referrals	33%
♦ Newspaper Ads	33%
♦ School, Program Referrals	33%

Size of Occupation

♦ Size of Employment	Small
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Gender make up of reported positions

♦ Male	81%
♦ Female	19%

Where the Jobs Are

Local and State Governments

Firefighters

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Remain Stable

Most employers reported stable employment in this occupation during the last year, a few reported growth, and a few reported a decline. Most employers expect employment to remain stable, and some to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Reading comprehension, verbal communication

Physical Abilities

Pass a pre-employment medical exam
Pass a physical performance test
Good hearing and vision
Lift at least 50 pounds
Ability to climb to high places
Possession of agility and coordination

Technical

Ability to administer emergency first aid
Ability to take vital signs
EMT Certificate required by most
Knowledge of local streets
Word processing skills required by almost all

Other Qualifications

Ability to work independently
Ability to work effectively in a teamwork environment
Ability to work well under periods of high pressure
Possession of a clean police record

Projected New Skills

EMT I, Paramedic, hazardous materials

Skills Needed for Advancement

Advanced Firefighter Training, fire science classes
State Fire Officer Certificate as Fire Tech
EMS (Emergency Medical Services) training
Medical EMT (Emergency Medical Technician)
Class B driver's license, Driver/Operator 1A and 1B

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 100%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	33%	67%	0%
Training required	83%	0%	17%

Length of Experience

Firms requiring experience prefer an average of 21 months experience in this occupation.

Length of Training

Firms requiring training report that 30 months of training are needed prior to employment.

Experience in other occupations

Most firms will accept 4 months experience in a related field such as Medical.

Other Information

Time Base

Full Time	29%	Temp/On Call	10%
Part Time	1%	Seasonal	59%

Emerging Occupations

First Line Supervisors - Agricultural, Forestry, Fishing And Related Occupations

Job Description

First Line Supervisors, Agricultural, Forestry, Fishing, and Related Occupations, directly supervise and coordinate the activities of agricultural, forestry, fishing and related workers. They may supervise helpers assigned to these workers. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Manager/Supervisors may also engage, in part, in the same agricultural work as the workers they supervise. Please do not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision and report them in the occupations which are most closely related to their specific work duties.

OES 720020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.75	\$13.37	\$20.00
New Hires with Experience	\$10.00	\$16.85	\$24.00
3 Years+ Experience with Firm	\$12.50	\$21.27	\$29.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	FT	PT	FT	PT
Medical Insurance	43%		36%	
Dental Insurance	7%		21%	
Vision Insurance	14%		14%	
Life Insurance	21%		7%	
Sick Leave	29%		7%	
Vacation	64%		0%	
Retirement	7%		43%	

Other Compensation: Some employers provide housing and bonuses. A few give commissions and use of vehicle.

Employment Trends

Supply and Demand

How difficult it is to find applicants.

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ Promotions	10%
♦ Employees Leaving	10%
♦ New Positions	5%
♦ Temporary Positions	75%

Recruitment Methods

♦ In-House Promotion or Transfer	50%
♦ Employee Referrals	50%
♦ Newspaper Ads	29%
♦ Walk-In Applicants, Internet each	21%
♦ Word of Mouth	21%

Size of Occupation

♦ Size of Employment	Medium
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Gender make up of reported positions

♦ Male	78%
♦ Female	22%

Where the Jobs Are

Vineyards, Orchards, Logging Firms
Landscaping, Forest Service

Hours: Full time average is 49 hours per week
On Call/Seasonal average is 40 hours per week

First Line Supervisors - Agricultural, Forestry, Fishing And Related Occupations

Projections

Projections

Labor Market Information Division/EDD Occupational Projections 1999 - 2006

- ♦ Projected Job Growth Rate: Slower Than Average

Almost all employers reported stable employment in this occupation during the last year, a few expect to grow or decline. Almost all expect employment to remain stable over the next two years, and a few expect to grow.

Employer Requirements

Very Important Qualifications for Job Entry

Physical Qualifications

Ability to work outdoors in all weather conditions.

Flexibility

Ability to set work priorities
Willingness to work on call
Ability to work under pressure
Willingness to work overtime

Technical Skills

Problem solving
Ability to hire and assign personnel
Ability to implement safe work practices
Ability to plan and organize the work of others

Projected New Skills

Computer literacy
Bilingual

Career Advancement Skills

Management, leadership
Ability to communicate with workers and clients
Experience, ability to anticipate problems
Dedication to quality
Ability to read and write
Professionalism, patience
Marketing, phone skills

Computer Skills

Many employers required knowledge of spreadsheets
Some employers required knowledge of word processing
A few employers required knowledge of databases

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 7%
- ♦ High school or equivalent 71%
- ♦ Associate degree 7%
- ♦ Bachelor Degree 14%

Experience and Training

Percentage of responding employers who indicated train- ing or related work experience was required

Firms Reported	Always	Preferred	Never
Work experience required	79%	7%	14%
Training required	33%	0%	67%

Length of Experience

Firms requiring experience prefer an average of 31 months experience in this occupation.

Length of Training

Firms requiring training report that 20 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept 36 months experience in a related field such as Construction, mechanic, Carpenter, Management in different kind of ranch, Ag experience, Heavy Equipment Operator.

Other Information

Time Base

Full Time	63%	Temp/On Call	5%
Part Time	0%	Seasonal	32%

Emerging Occupations

More Technical Applications
Changes in equipment and laws

First Line Supervisors / Managers of Retail Sales Workers

Job Description

First Line Supervisors / Managers of Retail Sales Workers directly supervise sales workers in a retail establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties. SOC 411011

Wages and Benefits

Wages

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 8.00	\$ 8.65	\$ 10.40
New Hires with Experience	8.00	12.76	21.71
3 Years + Experience with Firm	9.00	14.21	26.05

Union Wages

	Low	Median	High
New Hires with No Experience	\$ 9.00	\$ 13.60	\$ 19.58
New Hires with Experience	10.00	13.60	19.58
3 Years + Experience with Firm	11.00	19.51	22.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	67%		27%	
Dental Insurance	73%		20%	
Vision Insurance	53%		20%	
Life Insurance	60%		20%	
Paid Sick Leave	73%		7%	
Paid Vacation	93%		7%	
Retirement	40%		47%	

Additional Compensation Some employers give monthly, quarterly or annual bonuses. A few give profit sharing, medical for family, or tuition reimbursement.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	0%
♦ Employees Leaving	50%
♦ Temporary Positions	0%
♦ Promotions	50%

Recruitment Methods

♦ In House Promotions or Transfer	80%
♦ Colleges, Universities	20%
♦ Newspaper Ads	20%

Size of Occupation

♦ Size of Employment	Very Large
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Gender make up of reported positions

♦ Male	53%
♦ Female	47%

Where the Jobs Are

A wide variety of medium and large retail businesses

Hours: Full time average is 41 hours/week

First Line Supervisors / Managers of Retail Sales Workers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Much Faster Than Average

Almost all employers reported stable employment in this occupation during the last year, and a few reported growth. Most employers expect employment to remain stable, and some to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to follow written directions
Basic math

Physical Abilities

Able to stand continuously for 2 or more hours

Technical

Supervisory, ability to plan/organize the work of others
Ability to implement safe work practices
Cash handling
Ability to apply sales techniques
Problem solving

Computer Skills

Some employers require word processing and spreadsheet, a few require database. Many have their own programs and require ability to learn.

Other Qualifications

Customer service
Ability to work independently
Public contact
Ability to work under pressure, on call for problems
Willingness to work nights, weekends and holidays
Get along with customers and employees
Ability to set work priorities

Skills Needed for Advancement

Good people skills, leadership, dependability
General business knowledge, industry knowledge
Merchandising, displays, sales growth
Decision making, time management, organization
Analytical, ability to learn on the job

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 20%
- ♦ High school or equivalent 73%
- ♦ Associate Degree 7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	73%	13%	13%
Training required	0%	27%	73%

Length of Experience

Firms requiring experience prefer an average of 25 months experience in this occupation.

Length of Training

Firms preferring training report that 18 months of training are needed prior to employment.

Experience in other occupations

Almost all of the employers accepted experience in other occupations, such as Supervisor or Manager, Bookkeeper, Retail.

Other Information

Time Base

Full Time	99%	Temp/On Call	0%
Part Time	0%	Seasonal	1%

Food Preparation Workers

Job Description

Food Preparation Workers perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea. SOC 352021

Wages and Benefits

Wages

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 6.75	\$ 7.25	\$ 8.39
New Hires with Experience	6.75	8.00	10.00
3 Years + Experience with Firm	8.00	9.75	14.00

Union Wages

	Low	Median	High
New Hires with No Experience	\$ 8.25	\$ 8.75	\$ 8.75
New Hires with Experience	8.25	8.75	9.64
3 Years + Experience with Firm	8.58	10.10	11.16

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	25%	9%	8%	18%
Dental Insurance	17%	9%	8%	18%
Vision Insurance	17%	9%	8%	18%
Life Insurance	25%	18%	8%	
Paid Sick Leave	25%	45%		
Paid Vacation	50%	45%		
Retirement	17%	27%	17%	9%

Additional Compensation A few employers give dependent coverage, tuition reimbursement, free food, bonuses or tips.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced	N/A		
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	14%
♦ Employees Leaving	70%
♦ Temporary Positions	5%
♦ Promotions	11%

Recruitment Methods

♦ Employee Referrals	53%
♦ Newspaper Ads	53%
♦ In House Promotions or Transfer	53%
♦ Walk In Applicants	33%

Size of Occupation

♦ Size of Employment	Large
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Gender make up of reported positions

♦ Male	42%
♦ Female	58%

Where the Jobs Are

Grocery Stores, Eating and Drinking Places
Elementary and Secondary Schools
Misc. Food Stores and Amusement Services
Hotels and Motels

Hours: Full time average is 37 hours/week
Part time average is 23 hours/week

Food Preparation Workers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Faster Than Average

Most employers reported stable employment in this occupation during the last year, and some reported growth. Almost all employers expect employment to remain stable, and a few expect to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Ability to follow oral instructions

Physical Abilities

Able to stand continuously for 2 or more hours
Ability to work rapidly
Ability to lift at least 30 pounds repeatedly

Technical

Ability to handle multiple food orders in a timely fashion
Knowledge of a sanitary work environment
A few employers require Serv Safe Certificate
A few require large scale food assembly & prep

Other Qualifications

Ability to work independently
Ability to work under pressure
Ability to work in a teamwork environment
High standards of personal cleanliness

Skills Needed for Advancement

Show interest, initiative
Dependability, consistency, longevity
Ordering, inventory control
Creativity, artistic ability
Competent, experience
Math, portion sizes
Multi-tasking
Follow directions
Training in food service safety, equipment training
Leadership, teamwork
Good language skills

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 80%
- ♦ High school or equivalent 20%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	0%	60%	40%
Training in lieu of experience	89%	0%	11%

Length of Experience

Firms requiring experience prefer an average of 6 months experience in this occupation.

Length of Training

Firms requiring training report that 4 months of training are needed prior to employment.

Experience in other occupations

Most of the employers accepted experience in other occupations, such as Grocery Store, Restaurant or Pizza Business, Retail Sales.

Other Information

Time Base

Full Time	48%	Temp/On Call	4%
Part Time	47%	Seasonal	1%

Food Service Managers

Job Description

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Includes Food and Beverage Directors. OES 150261

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.25	\$7.13	\$11.51
New Hires with Experience	\$6.25	\$13.00	\$19.18
3 Yrs + Experience with Firm	\$6.50	\$16.44	\$25.57

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	47%		40%	7%
Dental Insurance	33%		7%	
Vision Insurance	27%		7%	
Life Insurance	20%			
Paid Sick Leave	20%			
Paid Vacation	87%			
Retirement	13%		7%	7%

Additional Compensation A few employers offered an annual bonus depending on store performance.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 10%
- ♦ Employees Leaving 60%
- ♦ Temporary Positions 0%
- ♦ Promotions 30%

Recruitment Methods

- ♦ In-House Promotion or Transfer 67%
- ♦ Newspaper Ads 67%
- ♦ Walk-In Applicants 40%
- ♦ Employee Referrals 27%
- ♦ Employment Development Department 20%

Size of Occupation

- ♦ Size of Employment Large

Gender make up of reported positions

- ♦ Male 32%
- ♦ Female 68%

Where the Jobs Are

Eating and Drinking Places
Hotels and Motels
Nursing Homes
Entertainment Centers
Elementary and Secondary Schools

Food Service Managers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Average

Almost all employers reported stable employment in this occupation during the last year, and a few reported growth. All employers expect employment to remain stable.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to communicate effectively orally and in writing

Technical

Ability to manage an activity or department

Ability to plan and organize the work of others

Ability to follow purchasing procedures

Food preparation

Understanding of inventory techniques

Computer Skills

Some employers required word processing and

Spreadsheet

A few required database and desktop publishing

Other Qualifications

Problem solving

Customer service

Ability to hire and assign personnel

Ability to work well independently

Ability to work well under periods of high pressure

Projected New Skills

Food Safety

All restaurant jobs

Skills Needed for Advancement

Excellent public relations

Reliability

Financial performance

Initiative

Multitasking

Education

Minimum education requirements reported by responding employers

- ♦ Less Than High School 13%
- ♦ High school or equivalent 73%
- ♦ Associate Degree 13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	73%	20%	7%
Training required	21%	21%	57%

Length of Experience

Firms requiring experience prefer an average of 22 months experience in this occupation.

Length of Training

Firms requiring training report that 24 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept any management experience in a related field, but did not specify the number of months.

Other Information

Time Base

Full Time	89%	Temp/On Call	0%
Part Time	11%	Seasonal	0%

Forest and Conservation Workers

Job Description

Forest and Conservation Workers develop, maintain, and protect forest, forested areas, and woodlands through such activities as raising and transporting tree seedlings; combating insects, pests, and diseases harmful to trees; and controlling erosion and trees; and controlling erosion and leaching of forest soil. Please include such occupations as Forester Aides, Seedling Pullers, and Tree Planters. OES 790020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.75	\$9.25	\$10.86
New Hires with Experience	\$6.75	\$10.86	\$12.50
3 Yrs + Experience with Firm	\$7.00	\$13.00	\$13.75

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	40%			20%
Dental Insurance	20%			20%
Vision Insurance	40%			20%
Life Insurance	20%			20%
Paid Sick Leave	60%			20%
Paid Vacation	80%	20%		
Retirement	40%			20%

Additional Compensation A few employers offered housing, utilities and clothing and benefits to seasonal workers

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced	N/A		
Inexperienced	X		

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	0%
♦ Employees Leaving	55%
♦ Temporary Positions	0%
♦ Promotions	45%

Recruitment Methods

♦ In-House Promotion or Transfer	20%
♦ Newspaper Ads	40%
♦ School, College	40%
♦ Union Hall Referrals, Trade Journals each	20%
♦ Have Own Recruiters, Word of Mouth each	20%

Size of Occupation

♦ Size of Employment	Large
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Gender make up of reported positions

♦ Male	87%
♦ Female	13%

Where the Jobs Are

State and Federal Forests
Large timber holding companies
Contractors for large timber land owners

Forest and Conservation Workers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Slower Than Average

Almost all employers reported stable employment in this occupation during the last year, and a few reported a decline. Almost all employers expect employment to remain stable, and a few expect a decline.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Oral communication
Ability to read and follow instructions

Physical Abilities

Ability to perform physically demanding work
Ability to like rain (when trees are planted)

Other Qualifications

Desire to learn

Projected New Skills

Physical endurance

Skills Needed for Advancement

Competent
Leadership
Understanding of people
Organization
Experience
Education to become a Forester

Hours: Full time average is 40 hours / week
 Part time average is 24 hours / week
 Temporary/On call is 55 hours / week
 Seasonal average is 40 hours / week

Education

Minimum education requirements reported by responding employers

- ♦ Less Than High School 60%
- ♦ High school or equivalent 20%
- ♦ Associate Degree 20%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required		60%	40%
Training in lieu of experience	100%		
Vocational training required			100%

Length of Experience

Firms requiring experience prefer an average of 12 months experience in this occupation.

Length of Training

Firms requiring training report that 0 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept agricultural work experience, but did not specify the number of months.

Other Information

Time Base

Full Time	77%	Temp/On Call	1%
Part Time	1%	Seasonal	21%

Gaming Cage Workers

Job Description

Gaming Cage Workers in a gaming establishment, conduct financial transactions for patrons. May reconcile daily summaries of transactions to balance books. Accept patron's credit application and verify credit references to provide check-cashing authorization or to establish house credit accounts. May sell gambling chips, tokens, or tickets to patrons, or to other workers for resale to patrons. May convert gaming chips, tokens, or tickets to currency upon patron's request. May use a cash register or computer to record transaction. SOC 433041 * See Employer Requirements for job titles.

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$7.00	\$8.00
New Hires with Experience	\$7.50	\$8.50	\$10.00
3 Yrs + Experience with Firm	\$7.50	\$9.38	\$12.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	75%			
Dental Insurance	50%			
Vision Insurance	75%			
Life Insurance	75%			
Paid Sick Leave	75%			
Paid Vacation	75%			
Retirement			25%	

Additional Compensation Many employees receive gave unspecified tips, a few provided dependent care.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced	X		
Inexperienced	X		

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 0%
- ♦ Employees Leaving 83%
- ♦ Temporary Positions 0%
- ♦ Promotions 17%

Recruitment Methods

- ♦ In-House Promotion or Transfer 100%
- ♦ Walk-In Applicants 75%
- ♦ Newspaper Ads 50%
- ♦ Employee Referrals 25%
- ♦ School, Program Referrals 25%
- ♦ Internet 25%

Size of Occupation

- ♦ Size of Employment Small

Gender make up of reported positions

- ♦ Male 24%
- ♦ Female 76%

Where the Jobs Are

Casinos

Hours: Full time average is 40 hours/week

Gaming Cage Workers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year, and some reported decline. Many employers expect employment to remain stable, and some to grow or decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

***Two job titles were combined for this report: Gaming Change Persons & Booth Cashiers with Gaming Cage Workers. Employers included Vault Workers in their surveys as well. Vault Workers tally the daily transactions and require a higher level of math skills than the cashiers.**

Basic Skills

Ability to read and follow directions
Oral communication
Math

Technical

Cash handling
The Vault requires higher math and bookkeeping skills

Computer Skills

Most employers require knowledge of spreadsheet, especially for the vault workers
Some require word processing, database or computer literacy

Other Qualifications

Public contact
Ability to work in a teamwork environment

Skills Needed for Advancement

Customer Service, customer friendly
Detail oriented
Math, bookkeeping
Knowledge of job
Low variances
Attendance

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 25%
- ♦ High school or equivalent 75%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	25%	75%	0%
Training required	0%	50%	50%
Training in lieu of experience	100%	0%	0%

Length of Experience

Firms requiring experience prefer an average of 5 months experience in this occupation.

Length of Training

Firms requiring training in lieu of experience report that 5 months of training are needed prior to employment. Firms requiring technical or vocational training needed 6 months of training.

Experience in other occupations

All of the employers accepted an average of 6 months experience in other occupations such as, Bank Teller, retail cashier, jobs requiring working with the public, money handling, multi tasking, requiring attention to detail.

Other Information

Time Base

Full Time	100%	Temp/On Call	0%
Part Time	0%	Seasonal	0%

Gaming Dealers

Job Description

Gaming Dealers operate table games. Stand or sit behind table and operate games of chance by dispensing the appropriate number of cards or blocks to players, or operating other gaming equipment. Compare the house's hand against players' hands and payoff or collect players' money or chips. SOC 393011

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$7.00	\$7.35
New Hires with Experience	\$7.35	\$7.50	\$8.00
3 Yrs + Experience with Firm	\$7.50	\$8.75	\$9.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	67%			
Dental Insurance	33%			
Vision Insurance	67%			
Life Insurance	67%			
Paid Sick Leave	67%			
Paid Vacation	67%			
Retirement			33%	

Additional Compensation Tips are a significant part of compensation. A few give dependent coverage.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced	N/A		
Inexperienced	X		

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	31%
♦ Employees Leaving	69%
♦ Temporary Positions	0%
♦ Promotions	0%

Recruitment Methods

♦ Walk-In Applicants	100%
♦ Employee Referrals	67%
♦ In-House Promotion or Transfer	33%
♦ Newspaper Ads	33%
♦ Internet	33%
♦ Colleges/Universities	33%

Size of Occupation

♦ Size of Employment	Small
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Gender make up of reported positions

♦ Male	62%
♦ Female	38%

Where the Jobs Are

Casinos

Hours: Full time average is 36 hours/week

Gaming Dealers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Much Faster Than Average

None of the employers reported stable employment in this occupation during the last year. Most report a decline, and some growth. Most employers expect employment to remain stable, and some expect to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Oral communication
Math

Physical Abilities

Able to stand continuously for 2 or more hours

Technical

Training is provided by most of the employers

Computer Skills

Some employers require knowledge in word processing, spreadsheets and databases

Other Qualifications

Ability to work independently
Customer service, public contact
Ability to work in a teamwork environment

Skills Needed for Advancement

Customer friendly
The better you are with customers, the better the tips
Job experience
Attitude
Adherence to policy
Spot cheating
Accountable for cards
Good paperwork
Attendance

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 100%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	0%	33%	67%
Training in lieu of experience	100%	0%	0%

Length of Experience

None of the firms require experience in this occupation. On the job training is provided.

Length of Training

None of the firms required vocational training prior to employment but would except training in lieu of experience. No specified length of time was given.

Experience in other occupations

Some of the employers accepted experience in other occupations that included cash handling.

Other Information

Time Base

Full Time	100%	Temp/On Call	0%
Part Time	0%	Seasonal	0%

General and Operations Managers

Job Description

General and Operations Managers plan, direct, or coordinate the operations of companies or public and private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Includes owners and managers who head small business establishments whose duties are primarily managerial. SOC 111021

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$11.51	\$13.26	\$19.98
New Hires with Experience	\$8.00	\$15.69	\$32.60
3 Yrs + Experience with Firm	\$8.75	\$20.78	\$35.03

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	47%	100%	33%	
Dental Insurance	40%	100%	27%	
Vision Insurance	27%	100%	20%	
Life Insurance	40%	100%	27%	
Paid Sick Leave	67%			
Paid Vacation	100%	100%		
Retirement	33%	100%	40%	

Additional Compensation A few employers gave long term disability, bonuses, incentive pay, or discounts.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 0%
- ♦ Employees Leaving 100%
- ♦ Temporary Positions 0%
- ♦ Promotions 0%

Recruitment Methods

- ♦ In House Promotion or Transfer 40%
- ♦ Newspaper Ads 40%
- ♦ Employee Referrals 27%
- ♦ Internet 27%

Size of Occupation

- ♦ Size of Employment Very Large

Gender make up of reported positions

- ♦ Male 45%
- ♦ Female 55%

Where the Jobs Are

In a wide variety of businesses, non profit organizations and government agencies.

Hours: Full time average is 49 hours/week
Part time average is 20

General and Operations Managers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Slower Than Average

All the employers reported stable employment in this occupation during the last year. All the employers expect employment to remain stable over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to communicate effectively, orally & in writing

Technical

Accounting, financial management, budgeting

Management skills

Customer service and public relations

Scheduled and task oriented

Very organized

Merchandizing and marketing

Business knowledge

Human resources

Computer Skills

Most employers required knowledge of word processing, spreadsheet and database programs, and many used desktop publishing and the internet.

Other Qualifications

Very people skilled

Ability to work in a teamwork environment

Personal appearance

Flexibility

Reasoning

Emerging Occupations

Internet commerce

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 7%
- ♦ High school or equivalent 60%
- ♦ Associate Degree 0%
- ♦ Bachelor Degree 33%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	73%	20%	7%
Training in lieu of experience	21%		79%

Length of Experience

Firms requiring experience prefer an average of 33 months experience in this occupation.

Length of Training

Firms requiring training in lieu of experience report that 18 months of training are needed prior to employment.

Experience in other occupations

Most of the employers accepted an average of 20 months experience in other occupations such as, Plant Manager, Managerial, Administrative position or experience

Other Information

Time Base

Full Time	95%	Temp/On Call	0%
Part Time	5%	Seasonal	0%

General Office Clerks

(Office Clerks, General)

Job Description

General Office Clerks perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, book-keeping, typing or word processing, stenography, office machine operation, and filing. SOC 439061

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.75	\$8.00	\$9.59
New Hires with Experience	\$6.75	\$10.00	\$14.96
3 Yrs + Experience with Firm	\$7.00	\$13.00	\$18.22

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	54%		31%	25%
Dental Insurance	31%		23%	25%
Vision Insurance	8%		23%	25%
Life Insurance	31%		15%	25%
Paid Sick Leave	62%	25%		
Paid Vacation	77%	25%		
Retirement	38%		31%	

Additional Compensation A few employers give yearly bonuses.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 5%
- ♦ Employees Leaving 50%
- ♦ Temporary Positions 32%
- ♦ Promotions 14%

Recruitment Methods

- ♦ Newspaper Ads 60%
- ♦ Employee Referrals 53%
- ♦ In House Promotion or Transfer 40%
- ♦ Walk In Applicants 27%

Size of Occupation

- ♦ Size of Employment Very Large

Gender make up of reported positions

- ♦ Male 2%
- ♦ Female 98%

Where the Jobs Are

In a wide variety of businesses, non profit organizations and government agencies.

Hours: Full time average is 40 hours/week
Part time average is 25 hours/week

General Office Clerks

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Average

Almost all employers reported stable employment in this occupation during the last year, and a few reported decline or growth. Almost all employers expect employment to remain stable, and a few expect a decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Ability to communicate effectively, orally & in writing
Ability to write legibly

Physical Abilities

Able to stand continuously for 2 or more hours

Technical

Telephone answering
Alphabetic and numeric filing
English grammar, spelling, and punctuation
Customer service
Multi tasking

Computer Skills

Almost all employers required knowledge of word processing, most require spreadsheet, and some require database or desktop publishing knowledge and a few familiarity with accounting programs, or the internet.

Other Qualifications

Ability to perform routine, repetitive work
Public contact
Ability to work in a teamwork environment

Skills Needed for Advancement

Good people skills, good customer service
Additional education, business, advanced clerical
Attention to detail
Interest and knowledge of business
Written communication
Efficiency, problem solving
Professional attitude

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 7%
- ♦ High school or equivalent 93%
- ♦ Associate Degree 0%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	40%	33%	27%
Training in lieu of experience	64%	0%	36%

Length of Experience

Firms requiring experience prefer an average of 14 months experience in this occupation.

Length of Training

Firms requiring training in lieu of experience report that 13 months of training are needed prior to employment.

Experience in other occupations

Almost all of the employers accepted experience in other occupations such as, office or computer occupation, accounting, job working with the public, switchboard.

Other Information

Time Base

Full Time	75%	Temp/On Call	15%
Part Time	10%	Seasonal	0%

Guards and Watch Guards

Job Description

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds. OES 630470

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.75	\$8.00	\$10.00
New Hires with Experience	\$6.75	\$8.50	\$10.00
3 Yrs + Experience with Firm	\$7.00	\$9.00	\$12.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	33%		22%	
Dental Insurance	22%		11%	
Vision Insurance	33%		11%	
Life Insurance	56%			
Paid Sick Leave	44%		11%	
Paid Vacation	56%			
Retirement	11%		22%	

Additional Compensation Some employers offered holiday pay.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced	X		
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 26%
- ♦ Employees Leaving 28%
- ♦ Temporary Positions 43%
- ♦ Promotions 3%

Recruitment Methods

- ♦ Newspaper Ads 89%
- ♦ Employment Development Department 56%
- ♦ Walk-In Applicants 56%
- ♦ In-House Promotions or Transfers 33%
- ♦ Employee Referrals 22%

Size of Occupation

- ♦ Size of Employment Large

Gender make up of reported positions

- ♦ Male 56%
- ♦ Female 44%

Where the Jobs Are

Entertainment Centers
State Government
Large land owners
Contractors for security services

Guards and Watch Guards

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Remain Stable

Many employers reported growth in this occupation during the last year, some remained stable, and a few reported decline. Many employers expect employment to remain stable, and many expect to grow.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to communicate effectively orally and in writing
Oral communication skills
Ability to read and follow instructions

Technical

Ability to follow security protection procedures

Computer Skills

Some employers required word processing
A few required spreadsheet and database

Other Qualifications

Public contact skills
Ability to work well independently
Possession of a clean police record

Projected New Skills

Video activities
Key control
Radar operation
Logs

Skills Needed for Advancement

Experience
Knowledge of job, policies
Supervisory skills
Training
Desire to excel
Accountability
Competent in emergency situations

Hours: Full Time average is 40 hours per week
 Part Time average is 21 hours per week
 On Call average is 15 hours per week
 Seasonal average is 40 hours per week

Education

Minimum education requirements reported by responding employers

- ♦ Less Than High School 22%
- ♦ High school or equivalent 78%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	11%	44%	44%
Technical Training required	0%	22%	78%
Training in lieu of experience	80%		20%

Length of Experience

Firms requiring experience prefer an average of 11 months experience in this occupation.

Length of Training

Firms requiring training was not required prior to employment.

Experience in other occupations

A few firms will accept mechanical experience or general work experience but did not specify the number of months.

Other Information

Time Base

Full Time	48%	Temp/On Call	1%
Part Time	3%	Seasonal	48%

Home Health Aides

Job Description

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Excludes Nursing Aides and Homemakers. OES 660110

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.25	\$9.00	\$10.14
New Hires with Experience	\$6.25	\$9.48	\$10.14
3 Yrs + Experience with Firm	\$6.25	\$10.00	\$11.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	30%		30%	
Dental Insurance	30%		10%	
Vision Insurance	20%			
Life Insurance	30%			
Paid Sick Leave	50%	10%		
Paid Vacation	70%	10%		
Retirement	20%		10%	

A few employers offered mileage reimbursement, membership at a fitness center or jury duty coverage. N.B. Many workers in this occupation are self employed and receive no benefits.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 20%
- ♦ Employees Leaving 24%
- ♦ Temporary Positions 57%
- ♦ Promotions 0%

Recruitment Methods

- ♦ Newspaper Ads 90%
- ♦ Employee Referrals 50%
- ♦ Walk-In Applicants 50%
- ♦ Employment Development Department 30%
- ♦ In-House Promotion or Transfer 20%

Size of Occupation

- ♦ Size of Employment: Large

Gender make up of reported positions

- ♦ Male 5%
- ♦ Female 95%

Where the Jobs Are

Nursing and Personal Care Facilities
Residential Care
Individual and Family Services
Hospitals

Home Health Aides

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Much Faster Than Average

Many employers reported stable employment in this occupation during the last year, some reported growth, and some reported a decline. Most employers expect employment to remain stable, and many to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow instructions

Listening

Ability to communicate effectively orally and in writing

Technical Skills

Ability to apply transferring techniques moving patients

Computer Skills

Word processing, spreadsheet, and database required by a few

Other Qualifications

Ability to work effectively in a teamwork environment

Ability to work well independently

Ability to work in continually changing environments

Ability to work well under periods of high pressure

Possession of a valid driver's license

Good grooming

Projected New Skills

Procedures to meet client's needs

Skills Needed for Advancement

Communication skills

Further education

Education

Minimum education requirements reported by responding employers

- ♦ Less Than High School 10%
- ♦ High school or equivalent 90%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	30%	60%	10%
Training required	30%	10%	60%

Length of Experience

Firms requiring experience prefer an average of 9 months experience in this occupation.

Length of Training

Firms requiring training report that 2 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept any amount of experience in a related field such as CNA, Professional Cleaning Person, Housekeeping, Care Provider Service.

Other Information

Time Base

Full Time	44%	Temp/On Call	15%
Part Time	37%	Seasonal	4%

Emerging Occupations

End of life care

Hosts and Hostesses, Restaurant, Lounge, & Coffee Shop

Job Description

Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop welcome patrons, seat them at tables or in lounge, and help ensure quality of facilities and services.
SOC 359031

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.75	\$6.98	\$8.50
New Hires with Experience	\$6.75	\$8.00	\$9.50
3 Yrs + Experience with Firm	\$6.75	\$8.50	\$10.50

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance			67%	14%
Dental Insurance		7%	67%	14%
Vision Insurance			33%	
Life Insurance	33%		33%	7%
Paid Sick Leave	33%			
Paid Vacation	33%	7%	33%	7%
Retirement			67%	21%

Additional Compensation Most employers gave unspecified tips and a some gave free meals.

Hours: Full time average is 31 hours/week
Part time average is 18 hours/week
Seasonal average is 23 hours/week

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	3%
♦ Employees Leaving	70%
♦ Temporary Positions	18%
♦ Promotions	9%

Recruitment Methods

♦ Newspaper Ads	60%
♦ Employee Referrals	53%
♦ In House Promotion or Transfer	33%
♦ Word of Mouth	33%

Size of Occupation

♦ Size of Employment	Medium
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Gender make up of reported positions

♦ Male	16%
♦ Female	84%

Where the Jobs Are

Eating and Drinking Places

Hosts and Hostesses, Restaurant, Lounge, & Coffee Shop

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Slower Than Average

Almost all employers reported stable employment in this occupation during the last year, and a few reported decline or growth. Most employers expect employment to remain stable, some expect to grow, and a few to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Oral communication

Physical Abilities

Able to stand continuously for 2 or more hours

Technical

Ability to operate a cash register
Cash handling

Computer Skills

The main computer use is point of sale

Other Qualifications

Ability to work independently
Public contact
Ability to work in a teamwork environment
Ability to work under pressure
Customer service
Multi-tasking
Take reservations

Skills Needed for Advancement

Good with people, customer service, personality
Organization, efficient, common sense
Computer experience, good math
Hospitality or management skills
Reliability, trustworthiness
Wine knowledge

Emerging Occupations

Positions dealing with insurance standards

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 67%
- ♦ High school or equivalent 33%
- ♦ Associate Degree 0%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	7%	27%	67%
Training in lieu of experience	40%	0%	60%

Length of Experience

Firms requiring experience prefer an average of 8 months experience in this occupation.

Length of Training

Firms requiring training in lieu of experience report that 2 months of training are needed prior to employment.

Experience in other occupations

All of the employers accepted an average of 8 month experience in other occupations such as, jobs with customer service experience, waitress, office, reservation, bartender, reception, bussing, server.

Other Information

Time Base

Full Time	14%	Temp/On Call	0%
Part Time	76%	Seasonal	10%

Hotel Desk Clerks

Job Description

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.
OES 538080

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.75	\$8.00	\$9.00
New Hires with Experience	\$7.00	\$9.00	\$11.00
3 Yrs + Experience with Firm	\$7.00	\$10.00	\$12.75

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance			20%	7%
Dental Insurance			7%	7%
Vision Insurance			7%	7%
Life Insurance				
Paid Sick Leave	13%	7%		
Paid Vacation	33%	13%		
Retirement	13%	7%		

A few employers offered medical reimbursement, commission, a bonus. A few expected to get benefits soon.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 3%
- ♦ Employees Leaving 85%
- ♦ Temporary Positions 3%
- ♦ Promotions 9%

Recruitment Methods

- ♦ Newspaper Ads 73%
- ♦ Employee Referrals 53%
- ♦ Employment Development Department 40%
- ♦ Walk-In Applicants 33%
- ♦ In-House Promotion or Transfer 20%

Size of Occupation

- ♦ Size of Employment: Medium

Gender make up of reported positions

- ♦ Male 19%
- ♦ Female 81%

Where the Jobs Are

Hotels and Motels

Hours: Full Time average is 40 hours per week
Part Time average is 22 hours per week
Seasonal average is 26 hours per week

Hotel Desk Clerks

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Much Faster Than Average

Almost all employers reported stable employment in this occupation during the last year, and a few reported growth or decline. Almost all employers expect employment to remain stable, and a few expect to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow instructions
Ability to write legibly
Ability to communicate effectively orally
Basic math

Technical Skills

Record keeping
Cash handling
Telephone

Computer Skills

Most required familiarity with computers
Some specified word processing
A few specified spreadsheet, database, desktop publishing and web design

Other Qualifications

Public contact skills, customer service skills
Ability to work well independently
Ability to work well under pressure
Good grooming

Projected New Skills

Hotel specific computer programs

Skills Needed for Advancement

Sales
Decision making skills
Ability to plan and organize the work of a team
Detail oriented, organization

Education

Minimum education requirements reported by responding employers

- ♦ Less Than High School 7%
- ♦ High school or equivalent 80%
- ♦ Associate Degree 13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	20%	67%	13%
Vocational Training required	62%		38%
Training in lieu of experience	62%		38%

Length of Experience

Firms requiring experience prefer an average of 10 months experience in this occupation.

Length of Training

Firms requiring training did not specify the number of months.

Experience in other occupations

Some firms will accept any amount of experience in a related field such as Customer Service, Secretarial, Teaching, job with Computer Skills.

Other Information

Time Base

Full Time	52%	Temp/On Call	0%
Part Time	44%	Seasonal	4%

Emerging Occupations

There were no responses given.

Human Service Workers

Job Description

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians. OES 273080

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$8.13	\$10.00	\$15.32
New Hires with Experience	\$8.00	\$10.25	\$14.00
3 Yrs + Experience with Firm	\$9.89	\$12.00	\$18.00

Benefits

Who Pays	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
Medical Insurance	62%	31%	15%	8%
Dental Insurance	38%	23%	8%	
Vision Insurance	46%	15%	8%	
Life Insurance	31%	23%	8%	
Paid Sick Leave	77%	38%		
Paid Vacation	77%	38%		
Retirement	15%	8%	23%	8%

A few employers offered Employee Assistance Program.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 29%
- ♦ Employees Leaving 56%
- ♦ Temporary Positions 10%
- ♦ Promotions 5%

Recruitment Methods

- ♦ Newspaper Ads 100%
- ♦ Employee Referrals 54%
- ♦ In-House Promotion or Transfer 38%
- ♦ Employment Development Department 23%
- ♦ Internet or Walk-In Applicants 23%

Size of Occupation

- ♦ Size of Employment: Large

Gender make up of reported positions

- ♦ Male 20%
- ♦ Female 80%

Where the Jobs Are

Nursing and Personal Care Facilities
Social Services
Individual and Family Services
Local Government

Human Service Workers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year, and some reported growth. Many employers expect employment to remain stable, and many to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow instructions

Ability to communicate effectively orally and in writing

Technical Skills

Record keeping

Ability to interview others for information

Computer Skills

Word processing is required by most employers

Spreadsheet is required by some

Database and desktop publishing by a few

Other Qualifications

Ability to think logically

Understanding of a variety of cultures

Ability to work well independently

Possession of a valid driver's license

Projected New Skills

Ability to maintain a calm demeanor

HIV and Hepatitis education

Knowledge of harm reduction

People skills

Skills Needed for Advancement

Management, organization

Further education

Initiative, dedication/passion for work

Reliability, ability to work unsupervised

Ability to work with clients and families

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 92%
- ♦ Associate Degree 8%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	62%	15%	23%
Training required	23%	23%	54%

Length of Experience

Firms requiring experience prefer an average of 14 months experience in this occupation.

Length of Training

Firms requiring training report that 15 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept any amount of experience in a related field such as Social Work, Human Development, Case Management, Special Education, Convalescent Care, or Receptionist.

Other Information

Time Base

Full Time	55%	Temp/On Call	9%
Part Time	33%	Seasonal	3%

Industrial Production Managers

Job Description

Industrial Production Managers plan, organize, direct, control, or coordinate the operational (line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications. OES 150140

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$11.51	\$17.48	\$23.44
New Hires with Experience	\$10.00	\$17.84	\$28.77
3 Yrs + Experience with Firm	\$12.00	\$19.79	\$35.96

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	47%		53%	
Dental Insurance	33%		47%	
Vision Insurance	27%		47%	
Life Insurance	73%			
Paid Sick Leave	67%			
Paid Vacation	100%			
Retirement	33%		33%	

A few employers offered an RX Plan, Profit Sharing, Bonuses or a 401k.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	0%
♦ Employees Leaving	60%
♦ Temporary Positions	0%
♦ Promotions	40%

Recruitment Methods

♦ Newspaper Ads	67%
♦ In-House Promotion or Transfer	47%
♦ Trade Journals/Industry Referrals	27%
♦ Walk-In Applicants	20%
♦ Employment Development Department	20%

Size of Occupation

♦ Size of Employment:	Small
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Gender make up of reported positions

♦ Male	92%
♦ Female	8%

Where the Jobs Are

Beverages
Sawmills and Planing Mills
Misc. Fabricated Metal Products
Millworks, Plywood & Structural Members
Food Processing

Industrial Production Managers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Much Faster Than Average

Almost all employers reported stable employment in this occupation during the last year, a few reported growth, and a few reported a decline. Almost all employers expect employment to remain stable, and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively, orally and in writing
Basic math
Ability to read and follow instructions

Flexibility

Willingness to work occasional periods of overtime

Technical Skills

Ability to effectively delegate work and supervise staff
Ability to set work priorities and meet deadlines
Ability to analyze data to solve problems
Leadership

Computer Skills

Work processing, spreadsheet required by most
Database required by many
Email, scheduling, & custom programs required by a few

Other Qualifications

Ability to create a teamwork environment
Ability to work well independently
Ability to handle crisis situations

Projected New Skills

Knowledge of product and manufacturing
Communication, organizational skills

Skills Needed for Advancement

Technical knowledge
Troubleshooting
Employee supervision
Organizational, analytical
Teamwork

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 53%
- ♦ Associate Degree 7%
- ♦ Bachelor Degree 40%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	87%	13%	0%
Training required	33%	33%	33%

Length of Experience

Firms requiring experience prefer an average of 38 months experience in this occupation.

Length of Training

Firms requiring training report that 11 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept 36 months experience in a related field such as Wood Industry Experience, Manufacturing, Wine, Beverage, Cellar, Machinist, or Mechanic.

Other Information

Time Base

Full Time	100%	Temp/On Call	0%
Part Time	0%	Seasonal	0%

Emerging Occupations

Production Line Mechanics

Instructional Aides

Job Description

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils. Replaces 315210 Teachers Aides—Paraprofessional and 539050 Teachers Aides and Educational Assistants—Clerical. OES 315211

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 7.35	\$ 7.91	\$ 8.46
New Hires with Experience	7.35	8.17	8.98
3 Years + Experience with Firm	7.80	8.53	9.25

Union Wages

	Low	Median	High
New Hires with No Experience	\$ 7.21	\$ 8.39	\$ 9.23
New Hires with Experience	7.21	8.68	9.93
3 Years + Experience with Firm	7.95	9.40	11.16

Benefits

Who Pays	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
Medical Insurance	38%	23%	8%	38%
Dental Insurance	38%	23%	8%	38%
Vision Insurance	38%	23%	8%	38%
Life Insurance	23%	23%		
Paid Sick Leave	46%	77%		8%
Paid Vacation	38%	69%		8%
Retirement	8%	8%	31%	38%

A few employers covered families as well.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced	X		
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	12%
♦ Employees Leaving	46%
♦ Temporary Positions	36%
♦ Promotions	6%

Recruitment Methods

♦ Newspaper Ads	100%
♦ Walk-In Applicants	54%
♦ Employee Referrals	46%
♦ Internet	31%
♦ In-House Promotion or Referrals	31%

Size of Occupation

♦ Size of Employment:	Not Available
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Gender make up of reported positions

♦ Male	7%
♦ Female	93%

Where the Jobs Are

Elementary and Secondary Schools

Hours:	Full Time average is 40 hours per week
	Part Time average is 22 hours per week
	On Call average is 22 hours per week
	Seasonal average is 30 hours per week

Instructional Aides

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Not Available

Most employers reported stable employment in this occupation during the last year, some reported growth, and a few reported a decline. Almost all employers expect employment to remain stable, and a few to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively orally
Ability to read and follow instructions
Ability to write legibly

Technical Skills

Ability to apply teaching techniques
Oral reading
Classroom management
Work well with children

Computer Skills

Work processing & computer familiarity required by some
Database and spreadsheet required by a few

Other Qualifications

Ability to exercise patience
Ability to work well independently
Ability to handle crisis situations
Understanding of a variety of cultures

Projected New Skills

Record keeping and reporting
Confidentiality
Discipline

Skills Needed for Advancement

Classes in Early Childhood Education
Preschool experience
Computer familiarity
Bilingualism

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 15%
- ♦ High school or equivalent 69%
- ♦ Associate Degree 15%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	8%	38%	54%
Training required	83%		17%

Length of Experience

Firms requiring experience prefer an average of 15 months experience in this occupation.

Length of Training

Firms requiring training report that 9 months of training are needed prior to employment.

Experience in other occupations

Experience in other occupations was not specified.

Other Information

Time Base

Full Time	30%	Temp/On Call	7%
Part Time	61%	Seasonal	3%

Emerging Occupations

Computer Tech Staff

Note: New legislation is requiring that applicants pass a more rigorous test than previously required showing their ability to assist in the instruction of math, reading and writing.

Janitors and Cleaners Except Maids and Housekeeping Cleaners

Job Description

Janitors and Cleaners (except Maids and Housekeeping Cleaners) keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. OES 670050

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 6.50	\$ 8.00	\$ 8.46
New Hires with Experience	7.00	8.25	11.51
3 Years + Experience with Firm	8.00	9.75	12.00

Union Wages

	Low	Median	High
New Hires with No Experience	\$ 9.09	\$ 9.58	\$ 10.55
New Hires with Experience	9.09	10.04	10.55
3 Years + Experience with Firm	10.21	11.63	12.20

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	53%		20%	13%
Dental Insurance	53%	7%	7%	7%
Vision Insurance	60%	7%	7%	7%
Life Insurance	53%	7%		7%
Paid Sick Leave	73%	13%		7%
Paid Vacation	87%	20%	7%	7%
Retirement	27%		27%	20%

Additional Compensation A few employers offered an annual bonus or a membership in business.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

♦ New Positions	11%
♦ Employees Leaving	67%
♦ Temporary Positions	0%
♦ Promotions	22%

Recruitment Methods

♦ Employee Referrals	73%
♦ Newspaper Ads	60%
♦ Walk-In Applicants	47%
♦ In-House Promotion or Transfer	40%

Size of Occupation

♦ Size of Employment	Very Large
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Gender make up of reported positions

♦ Male	78%
♦ Female	23%

Where the Jobs Are

Misc. Amusement, Recreation Service
Local Government and Schools
Wineries, Breweries, Hotels and Motels
Services to Buildings
A Wide Variety of Businesses

Janitors and Cleaners Except Maids and Housekeeping Cleaners

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Slower than Average

Almost all employers reported stable employment in this occupation during the last year, and a few reported growth. Almost all employers expect employment to remain stable, and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Verbal communication

Physical Abilities

Able to perform strenuous, physically demanding work

Flexibility

Willingness to work nights, weekends

Technical

Ability to operate floor polishing equipment
Window washing
Ability to shampoo carpets
Understanding of cleaning compounds and solutions

Other Qualifications

Ability to work independently
Possession of a valid driver's license

Projected New Skills

Painting, electrical
General handyman

Skills Needed for Advancement

Supervisory skills
Knowledge of job requirements

Education

Minimum education requirements reported by responding employers

- ♦ Less than High School 40%
- ♦ High school or equivalent 60%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	13%	47%	40%
Training required	0%	7%	93%

Length of Experience

Firms requiring experience prefer an average of 11 months experience in this occupation.

Length of Training

A few firms required training prior to employment but did not specify the number of month.

Experience in other occupations

Many firms will accept experience in a related field such as Carpentry, Building Trades, and Housekeeping.

Other Information

Time Base

Full Time	73%	Temp/On Call	5%
Part Time	23%	Seasonal	0%

Landscaping / Groundskeeping Workers

Job Description

Landscaping and Groundskeeping Workers landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units. SOC 373011

Wages and Benefits

Wages

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 7.67	\$ 10.00	\$ 10.00
New Hires with Experience	7.67	9.50	12.00
3 Years + Experience with Firm	9.00	12.25	18.00

Union Wages

	Low	Median	High
New Hires with No Experience	\$ 9.03	\$ 11.37	\$ 12.90
New Hires with Experience	9.03	11.43	13.96
3 Years + Experience with Firm	9.76	13.88	16.97

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	50%		25%	80%
Dental Insurance	50%		19%	80%
Vision Insurance	31%		19%	40%
Life Insurance	31%		19%	40%
Paid Sick Leave	69%	60%		
Paid Vacation	88%	40%		
Retirement	38%		13%	20%

Additional Compensation A few employers give dependent coverage, or a generous bonus after 3 years.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	36%
♦ Employees Leaving	18%
♦ Temporary Positions	45%
♦ Promotions	0%

Recruitment Methods

♦ Newspaper Ads	69%
♦ Employee Referrals	56%
♦ In House Promotion or Transfer	31%
♦ Employment Development Department	25%

Size of Occupation

♦ Size of Employment	Very Large
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Gender make up of reported positions

♦ Male	97%
♦ Female	3%

Where the Jobs Are

Local Government, Hotels and Motels, Recreational Facilities, Independent Landscaping Contractors

Hours:	Full time average is 40 hours/week
	Part time average is 23 hours/week
	Temporary average is 30 hours/week
	Seasonal average is 43 hours/week

Landscaping / Groundskeeping Workers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year, and some reported growth. Almost all employers expect employment to remain stable, and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Oral communication

Physical Abilities

Able to lift 75 pounds repeatedly

Technical

Knowledge of gardening tools
Ability to operate tractors
Possession of a valid driver's license
Sprinkler system installation and repair
Lawn and garden care

Computer Skills

None required

Other Qualifications

Ability to work independently
Willingness to work with close supervision

Skills Needed for Advancement

Good people skills, get along with coworkers
Pesticide certification
Ability to manage crew, experience
Big equipment operator, good driving skills
Knowledge of irrigation
Fulfill or exceed landscape specs
Capable, performance, longevity, initiative

Emerging Occupations

Erosion Control
Hydro Mulching
Edging Machinery

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 56%
- ♦ High school or equivalent 44%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	50%	50%	0%
Training in lieu of experience	56%	0%	44%

Length of Experience

Firms requiring experience prefer an average of 16 months experience in this occupation.

Length of Training

Firms requiring training in lieu of experience report that 10 months of training are needed prior to employment.

Experience in other occupations

Most of the employers accepted an average of 16 months experience in other occupations such as, Nursery worker, Maintenance, Brick Layers, Agricultural, Hydroseeding, jobs related to Groundskeeping, Landscaping and Horticulture.

Other Information

Time Base

Full Time	78%	Temp/On Call	3%
Part Time	10%	Seasonal	8%

Legal Secretaries

Job Description

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials. OES 551020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$8.00	\$10.00	\$15.53
New Hires with Experience	\$10.00	\$11.51	\$16.44
3 Yrs + Experience with Firm	\$12.00	\$15.00	\$17.90

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	53%		13%	7%
Dental Insurance	13%		7%	7%
Vision Insurance			7%	7%
Life Insurance	13%		7%	7%
Paid Sick Leave	80%	27%		
Paid Vacation	87%	20%		
Retirement	20%	13%	33%	7%

A few employers offered an bonuses, overtime, child-care.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 0%
- ♦ Employees Leaving 78%
- ♦ Temporary Positions 0%
- ♦ Promotions 22%

Recruitment Methods

- ♦ Newspaper Ads 67%
- ♦ Employee Referrals 53%
- ♦ School, Program Referrals 27%
- ♦ Walk-In Applicants 27%
- ♦ Word of mouth in Legal Community 27%

Size of Occupation

- ♦ Size of Employment: Medium

Gender make up of reported positions

- ♦ Male 0%
- ♦ Female 100%

Where the Jobs Are

Legal services

Hours: Full Time average is 39 hours per week
Part Time average is 19 hours per week

Legal Secretaries

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Slow Decline

All employers reported stable employment in this occupation during the last year. All employers expect employment to remain stable over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively orally
Basic math
Ability to read and follow instructions

Technical Skills

Record keeping
Ability to type at least 60 wpm
Ability to maintain an appointment calendar
Ability to write effectively
Proofreading
Alphabetic and numeric filing
Telephone answering
Understanding court proceedings
Ability to follow law office methods and procedures

Computer Skills

Work processing required by all
Database and spreadsheet required by many
Custom programs by many

Projected New Skills

Ability to operate a transcribing machine
Communication, organizational skills

Skills Needed for Advancement

Writing
Research abilities
Good computer skills
Competency, efficiency
Bookkeeping/accounting
Work effectively with clients
Further education (degree)
Legal knowledge, terminology
Litigation skills

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 93%
- ♦ Associate Degree 7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	67%	27%	7%
Training required	36%		64%

Length of Experience

Firms requiring experience prefer an average of 35 months experience in this occupation.

Length of Training

Firms requiring training report that 11 months of training are needed prior to employment.
Firms requiring vocational training wanted an average of 16 months training.

Experience in other occupations

Many firms will accept 21 months experience in a related field such as Secretarial, Administrative Office occupations.

Other Information

Time Base

Full Time	85%	Temp/On Call	0%
Part Time	15%	Seasonal	0%

Emerging Occupations

No emerging occupations were reported.

Licensed Practical & Licensed Vocational Nurses

Job Description

Licensed Practical and Licensed Vocational Nurses care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required. SOC 292061

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$9.50	\$13.11	\$17.50
New Hires with Experience	\$11.00	\$14.00	\$18.50
3 Yrs + Experience with Firm	\$13.00	\$16.00	\$19.50

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	33%	11%	58%	22%
Dental Insurance	33%	11%	42%	11%
Vision Insurance	25%	11%	33%	11%
Life Insurance	50%	11%	8%	
Paid Sick Leave	75%	33%	8%	22%
Paid Vacation	83%	33%	8%	22%
Retirement	33%	11%	42%	33%

Additional Compensation A few employers offered shift differentials, dependent coverage, flex spending accounts and/or long and short term disability.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	48%
♦ Employees Leaving	33%
♦ Temporary Positions	0%
♦ Promotions	19%

Recruitment Methods

♦ Newspaper Ads	93%
♦ Internet	53%
♦ Employee Referrals and Word of Mouth	40%
♦ School, Program Referrals	27%

Size of Occupation

♦ Size of Employment	Large
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Gender make up of reported positions

♦ Male	5%
♦ Female	95%

Where the Jobs Are

Offices of Physicians
Nursing and Personal Care Facilities
Hospitals and Clinics, Senior Centers

Hours:	Full time average is 37 hours/week Part time average is 23 hours/week Temp/On-Call average is 14 hours/wk
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Licensed Practical & Licensed Vocational Nurses

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Faster Than Average

Most employers reported stable employment in this occupation during the last year, some reported growth, and a few a decline. Most employers expect employment to remain stable, some expect to grow, and a few to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Oral communication
Ability to write effectively and legibly

Physical Abilities

Able to stand continuously for 2 or more hours

Technical

Ability to take vital signs
Ability to apply transferring techniques moving patients
Understanding of asepsis
Record keeping, charting of immunizations
Knowledge of medical terminology
Ability to administer injections
Ability to detect complications in patients
Attention to detail, organizational

Computer Skills

Many employers required computer literacy, some required knowledge of word processing, and a few required knowledge of databases and spreadsheets.

Other Qualifications

Ability to work independently
Ability to work in a crisis situation
Customer service, courteous

Skills Needed for Advancement

Complete RN schooling, license
Reliability, flexibility, work ethic
Leadership, management/supervisory
Motivated, wants to learn, educated themselves
Good relations with patients

Education

Minimum education requirements reported by responding employers

- ♦ High School or Equivalent 87%
- ♦ Associate Degree 13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	33%	60%	7%
Training required	100%	0%	0%

Length of Experience

Firms requiring experience prefer an average of 12 months experience in this occupation.

Length of Training

All firms requiring training to get LVN License. They report that an average of 19 months of training are needed prior to employment.

Experience in other occupations

Many of the employers accepted experience in other occupations such as, CNA, HHA, Medical Assistant or other clinical positions, Surgical Tech, Endoscopy Tech.

Other Information

Time Base

Full Time	65%	Temp/On Call	12%
Part Time	23%	Seasonal	0%

Emerging Occupations

Telemedicine
Hospitals replacing LVNs with RNs
Health Information, Health Insurance

Lodging Managers

Job Description

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization or department that provides lodging such as hotels, motels, or tourist courts. Replaces 150260 Food Service and Lodging Managers. OES 150262

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.67	\$8.00	\$9.15
New Hires with Experience	\$7.67	\$12.33	\$16.78
3 Yrs + Experience with Firm	\$7.67	\$14.39	\$18.41

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance			17%	
Dental Insurance			8%	
Vision Insurance			17%	
Life Insurance				
Paid Sick Leave	17%			
Paid Vacation	50%		8%	
Retirement	8%			

Some employers offered Bonuses.

Hours: Full Time average is 53 hours per week
Part Time average is 25 hours per week

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	13%
♦ Employees Leaving	88%
♦ Temporary Positions	0%
♦ Promotions	0%

Recruitment Methods

♦ Newspaper Ads	50%
♦ In-House Promotion or Transfer	33%
♦ Employee Referrals	33%
♦ School, Program Referrals	25%
♦ EDD, Internet each	17%

Size of Occupation

♦ Size of Employment:	Not Available
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Gender make up of reported positions

♦ Male	35%
♦ Female	65%

Where the Jobs Are

Hotels and Motels

Lodging Managers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

♦ Projected Growth Rate Not Available

Almost all employers reported stable employment in this occupation during the last year, and a few reported growth. All employers expect employment to remain stable over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Oral communication

Technical Skills

Ability to maintain financial records

Ability to plan and organize the work of others

Problem solving

Record keeping

Computer Skills

All employers required computer familiarity

Word processing, spreadsheet and database required by most, and desktop publishing required by many

Other Qualifications

Ability to work under pressure

Customer Service

Ability to work independently

Projected New Skills

Communication

Organizational skills

Hotel specific computer program

Skills Needed for Advancement

Customer service

Understanding of the needs of travelers and tourists

Problem solving

Detail oriented

Management

Business

Sales

Reliability, honesty

Ability to train

Education

Minimum education requirements reported by responding employers

♦ High school or equivalent 83%

♦ Associate Degree 8%

♦ Bachelor Degree 8%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	75%	17%	8%
Training required	55%		45%

Length of Experience

Firms requiring experience prefer an average of 18 months experience in this occupation.

Length of Training

Firms requiring training report that 7 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept 12 months experience in a related field such as Restaurant, Sales, Teaching, Management.

Other Information

Time Base

Full Time	94%	Temp/On Call	0%
Part Time	6%	Seasonal	0%

Emerging Occupations

No emerging occupations were reported.

Machinists

Job Description

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations. OES 891080

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$8.25	\$9.00
New Hires with Experience	\$9.00	\$11.00	\$16.00
3 Yrs + Experience with Firm	\$11.00	\$15.00	\$17.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	22%	11%	44%	
Dental Insurance	22%	11%	44%	
Vision Insurance	11%	11%	11%	
Life Insurance	33%	11%		
Paid Sick Leave	44%	11%		
Paid Vacation	78%	11%		
Retirement	22%		11%	

A few employers offered Bonuses, metal recycling earnings.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 45%
- ♦ Employees Leaving 36%
- ♦ Temporary Positions 18%
- ♦ Promotions 0%

Recruitment Methods

- ♦ Employee Referrals 78%
- ♦ Newspaper Ads 56%
- ♦ Walk-In Applicants 44%
- ♦ School, Program Referrals 33%
- ♦ EDD, In-House Promotions/Transfer each 22%

Size of Occupation

- ♦ Size of Employment: Large

Gender make up of reported positions

- ♦ Male 89%
- ♦ Female 11%

Where the Jobs Are

Industrial Machinery, Special Industry Machinery

Hours: Full Time average is 43 hours per week
 Part Time average is 29 hours per week
 Temporary/On Call average is 11 hours / week

Machinists

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Remain Stable

Many employers reported stable employment in this occupation during the last year, some reported growth, and some reported a decline. Most employers expect employment to remain stable, and some to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow instructions

Physical Qualifications

Manual dexterity

Eye hand coordination

Ability to perform precision work

Technical Skills

Ability to use hand tools

Ability to use precision tools

Computer Skills

CAD/CAM were required by some

Database was required by a few

Projected New Skills

Knowledge of machine shop

Pull correct tooling

Help set up machines

Later—Programming

Good communication

Skills Needed for Advancement

Eye hand coordination

Precision, not making mistakes

Good math skills

Commitment, desire

CNC training

Efficiency

Improvement

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 100%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	56%	44%	
Training required	100%		

Length of Experience

Firms requiring experience prefer an average of 26 months experience in this occupation.

Length of Training

Firms requiring training report that 18 months of training are needed prior to employment.

Many require an average of 32 months or vocational training.

Experience in other occupations

Many firms will accept 36 months experience in a related field such as Tool and Die Maker, Welders, Equipment Operators, Automotive Machanic.

Other Information

Time Base

Full Time	81%	Temp/On Call	4%
Part Time	15%	Seasonal	0%

Emerging Occupations

Computerized Machinery

Maids and Housekeeping Cleaners

Job Description

Maids and Housekeeping Cleaners perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels, restaurants, and hospitals, in a clean and orderly manner. Duties include making beds, replenishing linens, cleaning rooms and halls, and vacuuming. SOC 372012

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.75	\$7.13	\$8.75
New Hires with Experience	\$6.75	\$7.66	\$9.00
3 Yrs + Experience with Firm	\$6.75	\$8.56	\$10.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	25%		33%	
Dental Insurance	17%		33%	10%
Vision Insurance	17%		8%	
Life Insurance	25%		8%	10%
Paid Sick Leave	25%			
Paid Vacation	58%		8%	10%
Retirement			25%	10%

Employees at many of the hotels and motels received tips. A few employers paid time and a half for holidays.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 10%
- ♦ Employees Leaving 58%
- ♦ Temporary Positions 29%
- ♦ Promotions 3%

Recruitment Methods

- ♦ Newspaper Ads 73%
- ♦ Walk-In Applicants 47%
- ♦ Employee Referral 40%
- ♦ Word of Mouth 40%

Size of Occupation

- ♦ Size of Employment Very Large

Gender make up of reported positions

- ♦ Male 9%
- ♦ Female 91%

Where the Jobs Are

Hotels and Motels
Nursing and Personal Care Facilities

Hours: Full time average is 36 hours/week
Part time average is 21 hours/week

Maids and Housekeeping Cleaners

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year, some reported a decline, and a few growth. Almost all employers expect employment to remain stable, and some to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to follow oral directions

Physical Abilities

Able to stand for prolonged periods

Stamina

Some lifting is required

Technical

Understanding of cleaning compounds and solutions

Ability to operate commercial vacuum cleaners

Computer Skills

No computer skills are required

Other Qualifications

Ability to work independently

Skills Needed for Advancement

Hard working, honest

Responsible, reliable

Attention to detail

Communication

Organization, time management

Ambition, wants more responsibility

Supervisory

Teamwork, people skills

Reading and writing in English and Spanish

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 80%
- ♦ High school or equivalent 20%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	13%	67%	20%
Training in lieu of experience	75%	0%	25%

Length of Experience

Firms requiring experience prefer an average of 8 months experience in this occupation.

Length of Training

Firms requiring training in lieu of experience report that 3 months of training are needed prior to employment.

Experience in other occupations

Most of the employers accepted an average of 12 months experience in other occupations such as, hospital staff, CAN, health care, janitor, restaurant, cafeteria, house cleaning.

Other Information

Time Base

Full Time	78%	Temp/On Call	2%
Part Time	17%	Seasonal	3%

Maintenance and Repair Workers, General

Job Description

Maintenance and Repair Workers, General perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs. SOC 499042

Wages and Benefits

Wages

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 7.00	\$ 10.90	\$ 14.79
New Hires with Experience	8.00	10.76	16.00
3 Years + Experience with Firm	10.00	14.06	20.38

Union Wages

	Low	Median	High
New Hires with No Experience	\$ N/A*	\$ N/A*	\$ N/A*
New Hires with Experience	11.00	12.92	15.03
3 Years + Experience with Firm	11.90	16.47	17.42

*Unions do not hire without experience

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	38%		38%	
Dental Insurance	31%		38%	
Vision Insurance	31%		25%	
Life Insurance	38%		19%	
Paid Sick Leave	81%			
Paid Vacation	100%			
Retirement	38%		19%	

Additional Compensation A few employers offer dependent care, childcare, free membership, tips or bonuses.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	9%
♦ Employees Leaving	64%
♦ Temporary Positions	18%
♦ Promotions	9%

Recruitment Methods

♦ Newspaper Ads	65%
♦ In-House Promotion or Transfer	35%
♦ Employee Referrals	35%
♦ Employment Development Department	29%

Size of Occupation

♦ Size of Employment	Very Large
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Gender make up of reported positions

♦ Male	100%
♦ Female	0%

Where the Jobs Are

Local Government, Elementary and Secondary Schools
Sawmills and Industrial Enterprises
Hotels and Motels, Real Estate Managers

Hours:	Full time average is 42 hours/week
	Part time average is 23 hours/week
	Seasonal average is 28 hours/week

Maintenance and Repair Workers, General

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Slow Decline

Almost all employers reported stable employment in this occupation during the last year, and a few reported growth. Almost all employers expect employment to remain stable, and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Oral communication

Physical Abilities

Ability to lift at least 50 pounds repeatedly

Technical

Ability to operate power hand tools
Electrical and plumbing repair
Painting and carpentry
Mechanical
Driving

Computer Skills

Some employers required employees to be computer literate, a few wanted word processing, spreadsheet and database knowledge.

Other Qualifications

Ability to work independently
Good with people

Skills Needed for Advancement

Electrical and plumbing
Management, supervisory
Organizational
Air conditioning and heating systems
Knowledge of machinery
Longevity
Competent
Reading, writing, math
Computers

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 35%
- ♦ High school or equivalent 65%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	94%	6%	0%
Training in lieu of experience	53%	0%	47%

Length of Experience

Firms requiring experience prefer an average of 23 months experience in this occupation.

Length of Training

Firms requiring training in lieu of experience report that 12 months of training are needed prior to employment.

Experience in other occupations

All of the employers accepted an average of 15 months experience in other occupations such as, Electrician, Mechanic, Plumber, Millwright, Contractor, Janitor or Handyman, Inn Keeper, Roofer, Carpenter or someone with building trades experience.

Other Information

Time Base

Full Time	93%	Temp/On Call	0%
Part Time	4%	Seasonal	2%

Marketing, Advertising, and Public Relations Managers

Job Description

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis. OES 130110

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.90	\$8.00	\$19.18
New Hires with Experience	\$7.50	\$15.43	\$34.00
3 Yrs + Experience with Firm	\$8.05	\$17.61	\$37.00

Benefits

Who Pays	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
Medical Insurance	40%	10%	50%	10%
Dental Insurance	40%		20%	10%
Vision Insurance	40%		20%	10%
Life Insurance	40%		20%	10%
Paid Sick Leave	70%	20%	10%	
Paid Vacation	90%	20%	10%	
Retirement	30%		30%	10%

Some employers offered commissions and a few offered profit sharing.

Hours: Full Time average is 41 hours per week
Part Time average is 19 hours per week

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 25%
- ♦ Employees Leaving 25%
- ♦ Temporary Positions 0%
- ♦ Promotions 50%

Recruitment Methods

- ♦ Newspaper Ads 90%
- ♦ In-House Promotion or Transfer 50%
- ♦ Walk-In Applicants 40%
- ♦ Internet 30%
- ♦ Employee Referrals, Trade Journals each 20%

Size of Occupation

- ♦ Size of Employment: Medium

Gender make up of reported positions

- ♦ Male 37%
- ♦ Female 63%

Where the Jobs Are

Newspapers, Radio & TV Broadcasting
Colleges and Universities
Professional Organizations
Amusement and Recreational
Private business and agencies

Marketing, Advertising, and Public Relations Managers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Average

Almost all employers reported stable employment in this occupation during the last year, a few reported growth. Almost all employers expect employment to remain stable, and some to grow over the next two yrs.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively orally

Technical Skills

Ability to manage an activity or department

Ability to write effectively

Media advertising sales skills

Telephone sales skills

Computer Skills

Word processing, spreadsheet required by most

Database and desktop publishing required by many

Image editing and web design required by a few

Other Qualifications

Ability to maintain good customer relations

Ability to meet deadlines

Ability to work independently

Ability to maintain good business relationships

Ability to manage unexpected situations or circumstances

Ability to manage multiple priorities

Projected New Skills

Community involvement

Presentation skills

Skills Needed for Advancement

Organization, leadership

Computer skills

Good marketing and marketing analysis

Securing media goals

Initiative

Experience

Good performance in a variety of circumstances

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 10%
- ♦ High school or equivalent 50%
- ♦ Associate Degree 20%
- ♦ Bachelor Degree 20%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	50%	40%	10%
Training required	33%		67%

Length of Experience

Firms requiring experience prefer an average of 35 months experience in this occupation.

Length of Training

Firms requiring training report that 24 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept experience in a related field such as Graphic Design and related occupations, different Media. The number of months required was not specified.

Other Information

Time Base

Full Time	85%	Temp/On Call	0%
Part Time	15%	Seasonal	0%

Emerging Occupations

Internet Marketing

Nursing Aides, Orderlies, and Attendants

Job Description

Nursing Aides, Orderlies, and Attendants provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens. SOC 311012

Job Titles: Certified Nursing Assistants, Medical Assistants, Home Health CNAs, Nursing Assistants.

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.75	\$9.52	\$12.00
New Hires with Experience	\$8.00	\$9.90	\$14.45
3 Yrs + Experience with Firm	\$9.50	\$11.10	\$16.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	30%	20%	70%	40%
Dental Insurance	30%	20%	50%	40%
Vision Insurance	20%	20%	40%	40%
Life Insurance	60%	20%	10%	
Paid Sick Leave	90%	40%		
Paid Vacation	90%	40%		
Retirement	30%	20%	50%	20%

Additional Compensation A few employers offered continued education, employee assistance, and a flexible spending account.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	14%
♦ Employees Leaving	83%
♦ Temporary Positions	1%
♦ Promotions	1%

Recruitment Methods

♦ Newspaper Ads	100%
♦ Employee Referrals	40%
♦ Walk-In Applicants	30%
♦ In-House Promotion or Transfer	30%

Size of Occupation

♦ Size of Employment	Large
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Gender make up of reported positions

♦ Male	11%
♦ Female	89%

Where the Jobs Are

Nursing and Personal Care Facilities
Hospitals and Clinics

Hours:	Full time average is 42 hours/week
	Part time average is 22 hours/week
	Temp/On call average is 19 hours/week

Nursing Aides, Orderlies, and Attendants

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Much Faster Than Average

Many employers reported stable or growing employment in this occupation during the last year, and a few reported decline. Many employers expect employment to remain stable or grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions

Oral communication

Ability to write legibly

Physical Abilities

Stamina

Technical

Ability to provide personal services to patients

Record keeping

Ability to administer emergency first aid

Possession of the Nurses Aid Certification

Ability to apply transferring techniques moving patients

Computer Skills

Many require computer literacy

Other Qualifications

Ability to work independently

Ability to handle crisis situations

Skills Needed for Advancement

Schooling, LVN to RN license

Communication, written and oral

Organization

Computer

Motivation, work ethic

Competent

Outgoing, interpersonal communication

Customer service

Basic math and basic English competency

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 30%
- ♦ High school or equivalent 70%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	20%	50%	30%
Training required	90%	10%	0%

Length of Experience

Firms requiring experience prefer an average of 6 months experience in this occupation.

Length of Training

Almost all firms required CNA or Medical Assistant training prior to employment. The average time for training was 5 months.

Experience in other occupations

Some of the employers accepted experience in other occupations such as work in the medical field in general or convalescent hospitals specifically. A few were looking for people who could speak Spanish.

Other Information

Time Base

Full Time	78%	Temp/On Call	13%
Part Time	9%	Seasonal	0%

Emerging Occupations

Telemedicine, Telepsychology
Health Information

Operating Engineers

Job Description

Operating Engineers operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. They may repair and maintain equipment in addition to other duties. Please do not include workers who specialize in operation of a single type of heavy equipment such as a bulldozer or crane. OES 979560

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 10.00	\$ 12.00	\$ 13.50
New Hires with Experience	10.55	15.00	18.00
3 Years + Experience with Firm	13.42	17.00	21.10

Union Wages

	Low	Median	High
*New Hires with Experience	\$ 15.04	\$ 20.00	\$ 25.00
3 Years + Experience with Firm	17.41	20.00	25.00

*Unions did not hire without Experience

Benefits

Who Pays	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
Medical Insurance	38%		54%	
Dental Insurance	23%		31%	
Vision Insurance	15%		15%	
Life Insurance	38%		8%	
Paid Sick Leave	15%			
Paid Vacation	46%			
Retirement	23%		38%	

A few employers offered a 401K.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	3%
♦ Employees Leaving	4%
♦ Temporary Positions	92%
♦ Promotions	1%
♦ Employee Referrals	64%
♦ Walk-In Applicants	43%
♦ Employment Development Department	29%
♦ In-House Promotion or Transfer	21%
♦ Newspaper Ads	21%

Size of Occupation

♦ Size of Employment:	Medium
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Gender make up of reported positions

♦ Male	96%
♦ Female	4%

Where the Jobs Are

Highway and Street Construction
Local Government
Logging, Sawmills and Planing Mills

Hours:	Full Time average is 44 hours per week
	Part Time average is 20 hours per week
	Seasonal average is 41 hours per week

Operating Engineers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Faster Than Average

Most employers reported stable employment in this occupation during the last year, some reported growth, and a few reported a decline. Almost all employers expect employment to remain stable, and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Oral communication
Ability to read and follow instructions

Physical Qualifications

Ability to pass a pre-employment medical examination

Technical Skills

Ability to follow safe equipment operating practices

Other Qualifications

Possession of mechanical aptitude
Ability to work well independently
Possession of a good DMV driving record

Projected New Skills

Class B drivers license

Skills Needed for Advancement

Efficiency
Mechanical aptitude
Understanding the equipment
Dexterity
Quality of work
Experience in general construction
Leadership, management
Understanding of human relations
Organization
Years of experience
Bilingual
Math skills for working specific machines
Good attitude
Reading and listening

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 64%
- ♦ High school or equivalent 36%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	57%	43%	
Training required	43%		57%

Length of Experience

Firms requiring experience prefer an average of 16 months experience in this occupation.

Length of Training

Firms requiring training report that 18 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept experience in a related field such as Mechanic. Number of months of experience was not specified.

Other Information

Time Base

Full Time	20%	Temp/On Call	0%
Part Time	1%	Seasonal	79%

Emerging Occupations

Sophisticated Technology

Packaging and Filling Machine Operators and Tenders

Job Description

Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products or for storage and shipment.
OES 929740

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$7.50	\$8.00
New Hires with Experience	\$7.00	\$8.25	\$11.00
3 Yrs + Experience with Firm	\$7.00	\$10.00	\$12.00

Benefits

Who Pays	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
Medical Insurance	40%	10%	30%	
Dental Insurance	40%		20%	
Vision Insurance	10%		10%	
Life Insurance	30%			
Paid Sick Leave	30%			
Paid Vacation	60%	20%	10%	
Retirement	20%		30%	

Some employers offered an Bonuses.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	11%
♦ Employees Leaving	48%
♦ Temporary Positions	41%
♦ Promotions	0%

Recruitment Methods

♦ Newspaper Ads	50%
♦ Employee Referrals	50%
♦ Walk-In Applicants	50%
♦ In-House Promotion or Transfer	40%
♦ Employment Development Department	20%

Size of Occupation

♦ Size of Employment:	Large
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Gender make up of reported positions

♦ Male	44%
♦ Female	56%

Where the Jobs Are

Beverages, Bakery Products
Misc. Food and Kindred Products

Hours:	Full Time average is 40 hours per week Part Time average is 24 hours per week Temporary average is 16 hours / week Seasonal average is 40 hours per week
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Packaging and Filling Machine Operators and Tenders

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Remain Stable

Almost all employers reported stable employment in this occupation during the last year, and some reported growth. Almost all employers expect employment to remain stable, and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow instructions
Ability to follow oral instructions

Physical Qualifications

Ability to stand continuously for 2 or more hours

Technical Skills

Ability to perform routine, repetitive work

Other Qualifications

Ability to create a teamwork environment

Projected New Skills

How to operate machines
Moderate mechanical skills

Skills Needed for Advancement

Attention to detail
Quick to learn
Bilingual
Mechanics skills
Work well with others in teamwork environment
Dexterity
Reliability
Hard work
Initiative
Math

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 50%
- ♦ High school or equivalent 50%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	10%	50%	40%
Training required	50%		50%

Length of Experience

Firms requiring experience prefer an average of 9 months experience in this occupation.

Length of Training

Firms requiring training report that 3 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept experience in a related field such as Fruit Packer, Winery experience, Mechanical experience, Production or Assembly work. The number of months required was not specified.

Other Information

Time Base

Full Time	76%	Temp/On Call	9%
Part Time	10%	Seasonal	5%

Emerging Occupations

Bottling Line Mechanic
Roaster

Pharmacists

Job Description

Pharmacists compound and dispense medications following prescriptions issued by physicians, dentists, or other authorized medical practitioners. SOC 291051

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$22.00	\$37.00	\$60.00
New Hires with Experience	\$33.16	\$45.00	\$50.00
3 Yrs + Experience with Firm	\$37.00	\$48.50	\$65.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	67%	33%	25%	33%
Dental Insurance	58%	33%	25%	33%
Vision Insurance	50%		25%	33%
Life Insurance	50%		25%	
Paid Sick Leave	75%	33%	8%	
Paid Vacation	83%	33%	8%	
Retirement	25%		67%	33%

Some employers offered bonuses, a few offered a flexible spending account, PM differential pay, disability, employee assistance program and continued education.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	20%
♦ Employees Leaving	60%
♦ Temporary Positions	20%
♦ Promotions	0%

Recruitment Methods

♦ Colleges/Universities	46%
♦ Internet	31%
♦ Newspaper Ads	31%
♦ Trade Journals	23%
♦ Pharmacy Employment Agencies	23%

Size of Occupation

♦ Size of Employment:	Medium
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Gender make up of reported positions

♦ Male	63%
♦ Female	38%

Where the Jobs Are

Drug Stores and Proprietary Stores
Hospitals and Clinics

Hours:	Full Time average is 42 hours per week Part Time average is 22 hours per week
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Pharmacists

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Much Faster Than Average

Many employers reported stable employment in this occupation during the last year, and some reported growth or decline. Many employers expect employment to remain stable, and many expect to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions

Ability to write legibly

Oral communication, basic math

Technical Skills

Understanding of health insurance

Knowledge of over-the-counter medications

Understanding of Medi-Cal rules and regulations

Understanding of medicare rules and regulations

Record keeping

Ability to calculate weights and measurements

Understanding of common illnesses

Understanding of inventory techniques

Ability to perform precision work

Monitor patients, right dose, quality control

Consultation with patients and their doctors as needed to track medications and potential interactions

Computer Skills

Some require word processing or spreadsheet

Most require knowledge of pharmacy specific software

A few require database knowledge

Other Qualifications

Ability to pay attention to detail

Public contact skills

Ability to work independently

Skills Needed for Advancement

Management, financial analytical skills

Strong leadership, good business & decision making

Customer service, compassionate

Performance

Education

Minimum education requirements reported by responding employers

- ♦ Bachelor Degree 23%
- ♦ Graduate Study 77%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	31%	54%	15%
Training required	100%		

Length of Experience

Firms requiring experience prefer an average of 12 months experience in this occupation.

Vocational Training

All employers specified that they required a Pharmacy License.

Other Information

Time Base

Full Time	83%	Temp/On Call	4%
Part Time	13%	Seasonal	0%

Emerging Occupations

Pharmaceutical Care

Health Information

Asthma Management

Pharmacy Technicians

Job Description

Pharmacy Technicians fill orders for unit doses and pre-packaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies. Replaces 325181 Pharmacy Technicians and 660260 Pharmacy Aides. OES 325180

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 8.00	\$ 10.58	\$ 11.00
New Hires with Experience	11.65	12.00	13.01
3 Years + Experience with Firm	12.87	13.99	16.00

Union Wages

	Low	Median	High
New Hires with No Experience	\$ 8.00	\$ 10.00	\$ 14.00
New Hires with Experience	11.00	11.25	14.00
3 Years + Experience with Firm	11.00	13.67	15.50

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	46%	23%	46%	
Dental Insurance	38%	23%	46%	
Vision Insurance	31%	15%	46%	
Life Insurance	31%	8%	23%	
Paid Sick Leave	54%	15%	15%	
Paid Vacation	77%	15%	8%	
Retirement	38%	15%	46%	

A few employers offered an employee discount and a union offered a 401k.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	33%
♦ Employees Leaving	67%
♦ Temporary Positions	0%
♦ Promotions	0%

Recruitment Methods

♦ Newspaper Ads	69%
♦ Employee Referrals	54%
♦ School, Program Referrals	46%
♦ Walk-In Applicants	46%
♦ In-House Promotion or Transfer	31%

Size of Occupation

♦ Size of Employment:	Small
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Gender make up of reported positions

♦ Male	3%
♦ Female	97%

Where the Jobs Are

Drug Stores and Proprietary Stores

Hours:	Full Time average is 40 hours per week Part Time average is 28 hours per week
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Pharmacy Technicians

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Faster Than Average

Almost all employers reported stable employment in this occupation during the last year, and a few reported growth. Most employers expect employment to remain stable, and some to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Ability to write legibly
Ability to follow oral instructions
Basic math

Technical Skills

Ability to accurately record and report information
Ability to follow government regulations & reporting requirements

Computer Skills

Computer literacy by most
Word processing and database by some
Spreadsheet by a few

Other Qualifications

Ability to pay attention to detail
Public contact skills

Projected New Skills

Telephone and oral communication
Cash handling

Skills Needed for Advancement

Communication
Math
More schooling to become Pharmacist

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 15%
- ♦ High school or equivalent 85%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	46%	38%	15%
Training required	55%		45%

Length of Experience

Firms requiring experience prefer an average of 11 months experience in this occupation.

Length of Training

Firms requiring training report that 9 months of training are needed prior to employment.

Vocational Training

Most employers specified that they required a Pharmacy Technician License.

Other Information

Time Base

Full Time	79%	Temp/On Call	0%
Part Time	21%	Seasonal	0%

Emerging Occupations

No occupations were specified.

Plumbers, Pipefitters, and Steamfitters

Job Description

Plumbers, Pipefitters, and Steamfitters assemble, install, alter, and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems. OES 875020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.50	\$10.00	\$12.00
New Hires with Experience	\$9.00	\$13.00	\$20.00
3 Yrs + Experience with Firm	\$11.00	\$15.50	\$23.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	38%	13%		
Dental Insurance	25%			
Vision Insurance	13%			
Life Insurance	13%	13%		
Paid Sick Leave	13%			
Paid Vacation	50%	13%		
Retirement	13%		13%	13%

Additional Compensation A few employers offered an annual bonus.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	67%
♦ Employees Leaving	33%
♦ Temporary Positions	0%
♦ Promotions	0%

Recruitment Methods

♦ Employee Referrals	88%
♦ Walk-In Applicants	63%
♦ Word of Mouth	38%
♦ In-House Promotion or Transfer	25%
♦ Newspaper Ads	25%

Size of Occupation

♦ Size of Employment	Small
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Gender make up of reported positions

♦ Male	96%
♦ Female	4%

Where the Jobs Are

Residential Building Construction
Nonresidential Building Construction
Plumbing
Agriculture & Rural Pumping Systems

Plumbers, Pipefitters, and Steamfitters

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Remain Stable

Most employers reported stable employment in this occupation during the last year, some reported growth, and a few reported a decline. Almost all employers expect employment to remain stable, and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions

Basic Math

Verbal communication

Physical Abilities

Ability to lift 10-50 pounds repeatedly

Able to perform strenuous, physically demanding work

Technical

Ability to inspect and evaluate the quality & condition of equipment

Troubleshooting

Pipefitting

Knowledge of materials, methods & appropriate tools

Ability to use and understand blueprints, drawings & models

Other Qualifications

Ability to work independently

Possess good DMV driving record

Projected New Skills

Ability to read blueprints

Electronics (More electronic circuit boards in products)

Learn about new products

Skills Needed for Advancement

Management, business

Leadership - keep the crew coming back

Other trade skills

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 100%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	25%	63%	13%
Training required	13%	25%	63%

Length of Experience

Firms requiring experience prefer an average of 23 months experience in this occupation.

Length of Training

Firms requiring training report that 2 months of training are needed prior to employment.

Experience in other occupations

Most firms will accept 12 months experience in a related field such as Electrical, Carpentry, Welding, Mechanics, and Machinery Repair.

Other Information

Time Base

Full Time	92%	Temp/On Call	0%
Part Time	8%	Seasonal	0%

Emerging Occupations

Radiant Heating Installation

Water Treatment

Work with electronic circuit boards

Police Patrol Officers

Job Description

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.
OES 630140

Wages and Benefits

Union Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$9.05	\$16.62	\$17.69
New Hires with Experience	\$13.20	\$17.45	\$21.24
3 Yrs + Experience with Firm	\$14.42	\$20.21	\$23.99

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	20%		80%	
Dental Insurance	20%		80%	
Vision Insurance	40%		60%	
Life Insurance	60%		40%	
Paid Sick Leave	100%			
Paid Vacation	100%			
Retirement	40%		60%	

Additional Compensation A few employers offered medical coverage for families.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 32%
- ♦ Employees Leaving 50%
- ♦ Temporary Positions 0%
- ♦ Promotions 18%

Recruitment Methods

- ♦ Colleges/Universities 60%
- ♦ Employee Referrals 40%
- ♦ Police Academy 40%
- ♦ Newspaper Ads 40%

Size of Occupation

- ♦ Size of Employment Large

Gender make up of reported positions

- ♦ Male 91%
- ♦ Female 9%

Where the Jobs Are

Local Government

Hours: Full Time average is 41 hours per week

Police Patrol Officers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Slower Than Average

Most employers reported stable employment in this occupation during the last year, and many reported growth. Almost all employers expect employment to remain stable, and some to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Oral communication
Ability to write legibly
Ability to follow oral instructions

Physical Abilities

Ability to pass a physical performance test
Ability to pass a pre-employment medical examination

Technical Skills

Certification from State of CA for right to carry firearms
Ability to write effectively

Other Qualifications

Willingness to work with close supervision
Ability to pass psychological interview
Ability to read and comprehend information quickly
Public contact skills
Ability to work independently
Understanding of a variety of cultures

Skills Needed for Advancement

Good common sense
Communication
Bilingual
Post certification
AA degree
Ability to supervise
Management of resources
Good driving
Writing ability
Ability to work well with others from mayor to junkie
Experience, job knowledge

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 100%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required		80%	20%
Training required		75%	25%

Length of Experience

Firms requiring experience prefer an average of 60 months experience in this occupation.

Length of Training

Firms requiring training report that 12 months of training are needed prior to employment.

Vocational Training

All employers required successful completion of Academy prior to employment.

Other Information

Time Base

Full Time	100%	Temp/On Call	0%
Part Time	0%	Seasonal	0%

Projected new skills

Changing and growing lab work
Computer crime investigation

Emerging Occupations

Radiologic Technicians

Job Description

Radiologic Technologists take X-rays and CAT scans or administer nonradioactive materials into patients blood stream for diagnostic purposes. Please include technologists who specialize in other modalities such as computed tomography, ultrasound, and magnetic resonance. Please include workers whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen. Replaces 329210 Radiologic Technologists—Diagnostic. OES 329190

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$16.00	\$16.68	\$17.36
New Hires with Experience	\$18.00	\$18.80	\$21.45
3 Yrs + Experience with Firm	\$18.00	\$20.56	\$23.28

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	71%	14%	14%	29%
Dental Insurance	43%	14%	14%	29%
Vision Insurance	29%	14%	14%	29%
Life Insurance	71%	14%		
Paid Sick Leave	71%	43%		
Paid Vacation	86%	43%		
Retirement	71%	29%	14%	14%

Additional Compensation A few employers offered an annual bonus.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	25%
♦ Employees Leaving	50%
♦ Temporary Positions	0%
♦ Promotions	25%

Recruitment Methods

♦ School, Program Referrals	50%
♦ Colleges/Universities	50%
♦ Employee Referrals	33%
♦ Internet, Walk-In Applicants each	33%
♦ Newspaper Ads	33%

Size of Occupation

♦ Size of Employment	Small
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Gender make up of reported positions

♦ Male	57%
♦ Female	43%

Where the Jobs Are

Hospitals and Clinics
Offices of Physicians

Hours:	Full Time average is 40 hours per week
	Part Time average is 27 hours per week
	On Call average is 10 hours per week

Radiologic Technicians

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Remain Stable

Most employers reported stable employment in this occupation during the last year, and some reported growth. Many employers expect employment to remain stable, and many to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Basic math
Verbal communication
Basic math

Physical Abilities

Able to stand continuously for 2 or more hours

Technical

Ability to use film developing equipment
Ability to follow fluoroscopic imaging procedures
Record keeping skills
Knowledge of medical terminology
Ability to follow safe equipment operating practices
Ability to apply transferring techniques moving patients
Possession of a state CRT Certificate

Other Qualifications

Ability to work independently
Ability to work under pressure
Public contact skills

Projected New Skills

Patient care
New and more technical machines to operate

Skills Needed for Advancement

Customer service, people skills
Critical thinking
Willingness to learn another modality, e.g. MRI
Management

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 57%
- ♦ Associate degree 14%
- ♦ Bachelor degree 29%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	71%	29%	
Training required	57%		43%

Length of Experience

Firms requiring experience prefer an average of 9 months experience in this occupation.

Length of Training

Firms requiring training report that 18 months of training are needed prior to employment.

Vocational Training

All firms required vocational training and most specified the requirement of a certificate as X-Ray or Radiologic Technologist.

Other Information

Time Base

Full Time	77%	Temp/On Call	13%
Part Time	10%	Seasonal	0%

Receptionists and Information Clerks

Job Description

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards. OES 553050

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.25	\$8.00	\$10.00
New Hires with Experience	\$6.50	\$8.68	\$11.00
3 Yrs + Experience with Firm	\$8.00	\$10.00	\$15.00

Benefits

Who Pays	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
Medical Insurance	63%	6%	13%	19%
Dental Insurance	31%	6%		13%
Vision Insurance	38%	6%		6%
Life Insurance	63%	19%	6%	6%
Paid Sick Leave	75%	38%		
Paid Vacation	88%	38%		
Retirement	19%	6%	27%	19%

A few employers offered bonuses, child care, or membership in business.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 31%
- ♦ Employees Leaving 38%
- ♦ Temporary Positions 15%
- ♦ Promotions 15%

Recruitment Methods

- ♦ Newspaper Ads 75%
- ♦ In-House Promotion or Transfer 44%
- ♦ Employee Referrals 44%
- ♦ Walk-In Applicants 44%
- ♦ Internet 19%
- ♦ Employment Development Department 19%

Size of Occupation

- ♦ Size of Employment: Very Large

Gender make up of reported positions

- ♦ Male 15%
- ♦ Female 85%

Where the Jobs Are

Individual and Family Services
Local Government and Schools
Offices and Clinics of Medical Doctors
A wide variety of businesses

Receptionists and Information Clerks

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Average

Most employers reported stable employment in this occupation during the last year, a few reported growth, and a few reported a decline. Almost all employers expect employment to remain stable, and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions

Ability to communicate effectively orally and in writing

Physical Qualifications

Able to sit continuously for 2 or more hours

Technical Skills

Alphabetic and numeric filing

Ability to operate a multi-line command phone center

Customer service

Telephone answering

Computer Skills

Work processing required by almost all

Spreadsheet required by many

Database and desktop publishing required by some

Medical billing by a few

Other Qualifications

Legible handwriting

Ability to work effectively in a teamwork environment

Ability to work well independently

Ability to perform routine, repetitive work

Ability to work well under periods of high pressure

Good grooming

Projected New Skills

Medical terminology

People skills, customer Service

Detail orientation, Inventory

Skills Needed for Advancement

Organized, flexibility, reliability

Computer skills, management skills

Interpersonal skills, bookkeeping

Education

Minimum education requirements reported by responding employers

- ♦ Less Than High School 19%
- ♦ High school or equivalent 81%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	31%	44%	25%
Training required	0%	13%	88%

Length of Experience

Firms requiring experience prefer an average of 12 months experience in this occupation.

Length of Training

No firms required training prior to employment.

Experience in other occupations

Some firms will accept 9 months experience in a related field such as General Clerical, Customer Service, or work with phones or computers.

Other Information

Time Base

Full Time	52%	Temp/On Call	0%
Part Time	48%	Seasonal	0%

Registered Nurses

Job Description

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers. OES 325020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$15.45	\$18.61	\$21.31
New Hires with Experience	\$15.00	\$18.60	\$27.67
3 Yrs + Experience with Firm	\$15.45	\$22.00	\$31.91

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	53%	20%	40%	20%
Dental Insurance	47%	20%	33%	20%
Vision Insurance	33%	20%	20%	7%
Life Insurance	47%	20%	13%	
Paid Sick Leave	87%	47%		
Paid Vacation	87%	47%		
Retirement	27%	7%	27%	7%

Some employers offered a sign on bonus, higher wage for night shift, or mileage reimbursement.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	15%
♦ Employees Leaving	59%
♦ Temporary Positions	11%
♦ Promotions	15%

Recruitment Methods

♦ Newspaper Ads	87%
♦ Employee Referrals	67%
♦ Walk-In Applicants	27%
♦ Trade Journals or Internet	13%
♦ Employment Development Department	13%

Size of Occupation

♦ Size of Employment:	Very Large
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Gender make up of reported positions

♦ Male	7%
♦ Female	93%

Where the Jobs Are

Nursing and Personal Care Facilities
Hospitals and Clinics
Local Government and Schools

Registered Nurses

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Remain Stable

Most employers reported stable employment in this occupation during the last year, some reported growth, and a few reported a decline. Many employers expect employment to remain stable, many expect to grow, and a few to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively orally and in writing

Physical Qualifications

Pass a pre-employment medical exam

Lift at least 20 pounds

Technical Skills

Case management and accurate record keeping

Counseling and risk assessment

Organizing work, setting priorities, meeting deadlines

Ability to communicate well with people from a variety of cultural backgrounds

Knowledge of cultural differences in health care

Ability to read and interpret professional documents

Associate degree from an accredited college or university in nursing

Valid Registered Nurse State License

Computer Skills

Work processing required by some

Spreadsheet, database required by a few

Other Qualifications

Ability to work cooperatively & effectively with others

Willingness to work occasional periods of overtime

Projected New Skills

Good rapport with staff

Work with disabled and elderly

CPR

Skills Needed for Advancement

Management, supervisory skills

Further education, long term care experience

Organization, leadership

Education

Minimum education requirements reported by responding employers

- ♦ Associate Degree 67%
- ♦ Bachelor Degree 33%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	47%	53%	0%
Training required	79%	7%	14%

Length of Experience

Firms requiring experience prefer an average of 16 months experience in this occupation.

Length of Training

All firms require training of at least 24 months to obtain and RN license prior to employment.

Experience in other occupations

A few firms will accept experience in a related field such as LVN, Acute Care, or Medical Assistant as long as the RN training has been completed.

Other Information

Time Base

Full Time	58%	Temp/On Call	17%
Part Time	25%	Seasonal	0%

N.B. Some employers emphasized that they were experiencing a significant shortage of nurses.

Salespersons, Retail

Job Description

Retail Salespersons sell merchandise, such as furniture, motor vehicles, appliances, or apparel in a retail establishment. SOC 412031

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.75	\$8.00	\$9.00
New Hires with Experience	\$6.75	\$9.00	\$11.00
3 Yrs + Experience with Firm	\$6.75	\$10.00	\$14.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	54%		38%	11%
Dental Insurance	46%		15%	11%
Vision Insurance	8%		23%	11%
Life Insurance	15%		23%	11%
Paid Sick Leave	54%			
Paid Vacation	92%	22%	8%	
Retirement	31%		38%	11%

Additional Compensation Some employers offer commissions or bonuses and a few employers offer Aflac insurance, merchandise discounts, or medical coverage for families.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 16%
- ♦ Employees Leaving 75%
- ♦ Temporary Positions 4%
- ♦ Promotions 6%

Recruitment Methods

- ♦ Employee Referrals 73%
- ♦ Walk-In Applicants 73%
- ♦ Newspaper Ads 53%
- ♦ In-House Promotion or Transfer 33%

Size of Occupation

- ♦ Size of Employment Very Large

Gender make up of reported positions

- ♦ Male 57%
- ♦ Female 43%

Where the Jobs Are

A wide variety of retail stores
New and used car dealerships

Hours: Full time average is 40 hours/week
Part time average is 23 hours/week
Seasonal average is 25 hours/week

Salespersons, Retail

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year, some reported decline, and a few growth. Many employers expect employment to remain stable or grow, and a few to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Oral communication
Math

Physical Abilities

Able to stand continuously for 2 or more hours

Technical

Ability to operate a cash register
Ability to make change
Product knowledge

Computer Skills

Some employers require the ability to operate cash registers and a few require knowledge of word processing, the internet or just to be computer literate.

Other Qualifications

Ability to work independently
Customer service, people skills
Good grooming

Skills Needed for Advancement

Good people skills, customer service
Sales
Willingness to learn
Learn the business
Experience
Leadership, good decision maker, on the ball
Management
Product knowledge

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 13%
- ♦ High school or equivalent 87%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	13%	40%	47%
Training in lieu of experience	50%	0%	50%

Length of Experience

Firms requiring experience prefer an average of 12 months experience in this occupation.

Length of Training

Firms requiring training in lieu of experience report that 7 months of training are needed prior to employment.

Experience in other occupations

All of the employers accepted an average of 12 months experience in other occupations such as Cashier, Customer Service, occupation that gave employee familiarity with products being sold.

Other Information

Time Base

Full Time	54%	Temp/On Call	1%
Part Time	39%	Seasonal	6%

Emerging Occupations

Tasting Room and Visitor Center

Separating, Filtering, Clarifying, Precipitating, and Still Machine Operators and Tenders

Job Description

Separating, Filtering, Clarifying, Precipitating, and Still Machine Operators and Tenders operate or tend machines, such as filter presses, shaker screen, centrifuges, condenser tubes, precipitator tanks, fermenting tanks, evaporating tanks, scrubbing towers and batch stills, to extract, sort, or separate liquids, gases, or solid materials from other materials in order to recover a refined product or material. Does not include workers who operate equipment to control chemical changes or reactions. OES 929620

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$7.75	\$12.77
New Hires with Experience	\$7.50	\$9.50	\$12.77
3 Yrs + Experience with Firm	\$9.50	\$13.12	\$16.50

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	63%		38%	
Dental Insurance	25%		38%	
Vision Insurance	13%		38%	
Life Insurance	38%		13%	
Paid Sick Leave	50%			
Paid Vacation	100%			
Retirement	63%		25%	

Additional Compensation Some employers offered bonuses.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ New Positions 20%
- ♦ Employees Leaving 40%
- ♦ Temporary Positions 20%
- ♦ Promotions 20%

Recruitment Methods

- ♦ In-House Promotion or Transfer 75%
- ♦ Newspaper Ads 38%
- ♦ Employee Referrals 25%
- ♦ Walk-In Applicants 25%

Size of Occupation

- ♦ Size of Employment Medium

Gender make up of reported positions

- ♦ Male 100%
- ♦ Female 0%

Where the Jobs Are

Beverages

Separating, Filtering, Clarifying, Precipitating, and Still Machine Operators and Tenders

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year, a few reported growth, and a few reported a decline. All employers expect employment to remain stable over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Listening
Verbal communication

Physical Abilities

Able to stand continuously for 2 or more hours
Manual dexterity

Flexibility

Willingness to work occasional periods of overtime

Technical

Understands how to control and operate machines or processes involved with job
Equipment adjustments
Sample collection
Knowledge of safety and cleaning procedures
Inspecting equipment, structures or materials to identify causes of errors, problems or defects

Other Qualifications

Ability to work independently
Ability to perform routine, repetitive work
Ability to work in a teamwork environment

Computer Skills

Database skills are required by some
Word processing by a few

Skills Needed for Advancement

Personnel management
Hard worker, attitude, seniority
Technical knowledge
Ability to communicate Instructions and follow-up

Education

Minimum education requirements reported by responding employers

- ♦ Less than High School 50%
- ♦ High school or equivalent 50%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	25%	25%	50%
Training required	14%	14%	71%

Length of Experience

Firms requiring experience prefer an average of 16 months experience in this occupation.

Length of Training

Firms requiring training report that 3 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept experience in a related field such as Wine Making or Wine industry related.

Other Information

Time Base

Full Time	90%	Temp/On Call	5%
Part Time	0%	Seasonal	5%

Small Engine Specialists

Job Description

Small Engine Specialists repair and maintain the operating condition of non-automobile gasoline-powered internal combustion engines and the equipment powered by those engines. Includes repairers of outboard motors, snowmobiles, lawn mowers, and chainsaws. Does not include Motorcycle Repairers. OES 853280

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$8.00	\$10.00
New Hires with Experience	\$8.00	\$10.50	\$13.00
3 Yrs + Experience with Firm	\$8.00	\$12.25	\$13.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	25%		25%	13%
Dental Insurance	13%		13%	13%
Vision Insurance			13%	13%
Life Insurance		13%	13%	
Paid Sick Leave	13%	13%		
Paid Vacation	63%	13%		
Retirement			25%	13%

Additional Compensation Some employers offered an annual bonus or classes to upgrade skills.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	33%
♦ Employees Leaving	67%
♦ Temporary Positions	0%
♦ Promotions	0%

Recruitment Methods

♦ Newspaper Ads	63%
♦ Employment Development Department	63%
♦ Employee Referrals	38%
♦ Word of Mouth	25%

Size of Occupation

♦ Size of Employment	N/A
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Gender make up of reported positions

♦ Male	95%
♦ Female	5%

Where the Jobs Are

Hardware Store
Agricultural and Garden Supply Stores
Equipment Rental Stores
Small Engine Repair Shops

Small Engine Specialists

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate N/A

Almost all employers reported stable employment in this occupation during the last year, and a few reported growth. Almost all employers expect employment to remain stable, and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions

Physical Abilities

Manual dexterity

Technical

Ability to use service manuals

Engine diagnostic

Ability to repair gas engines

Troubleshooting

Accuracy

Computer Skills

Many employers have company software for ordering parts or invoicing.

Other Qualifications

Mechanical aptitude

Legible handwriting

Ability to work independently

Projected New Skills

People skills

Math

Microfiche

Electricity, work with generators

Skills Needed for Advancement

Comprehension, retention

Ability to handle people and sales

Mechanical skills

Education

Minimum education requirements reported by responding employers

- ♦ Less than High School 63%
- ♦ High School or equivalent 38%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	63%	25%	13%
Training required	0%	25%	75%

Length of Experience

Firms requiring experience prefer an average of 27 months experience in this occupation.

Length of Training

Some firms preferred training prior to employment, but did not specify the number of months.

Experience in other occupations

Some will accept 12 months experience in a related field such as Electrical, Auto Mechanics, any Mechanical Field.

Other Information

Time Base

Full Time	95%	Temp/On Call	0%
Part Time	5%	Seasonal	0%

Emerging Occupations

New Technology, Environmental Issues

Social Workers - Medical and Psychiatric

Job Description

Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. Includes Chemical Dependency Counselors. OES 273020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.22	\$14.35	\$23.50
New Hires with Experience	\$7.22	\$17.12	\$20.87
3 Yrs + Experience with Firm	\$8.64	\$19.26	\$25.37

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	67%	17%	25%	8%
Dental Insurance	67%	8%	25%	8%
Vision Insurance	42%	8%	25%	8%
Life Insurance	50%	8%	17%	
Paid Sick Leave	92%	25%		
Paid Vacation	92%	25%		
Retirement	33%		17%	17%

A few employers offered benefits for dependents or half of cost of fitness center membership.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 30%
- ♦ Employees Leaving 22%
- ♦ Temporary Positions 30%
- ♦ Promotions 19%

Recruitment Methods

- ♦ Newspaper Ads 83%
- ♦ Employee Referrals 33%
- ♦ Colleges/Universities 33%
- ♦ Trade Journals 25%
- ♦ Walk-In Applicants 17%

Size of Occupation

- ♦ Size of Employment: Large

Gender make up of reported positions

- ♦ Male 25%
- ♦ Female 75%

Where the Jobs Are

Nursing and Personal Care Facilities
Hospitals and Clinics
Individual and Family Services

Social Workers - Medical and Psychiatric

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Slower Than Average

Many employers reported stable employment in this occupation during the last year, some reported growth, and a few reported a decline. Many employers expect employment to remain stable, and many to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively orally and in writing

Physical Qualifications

Pass a pre-employment medical exam

Technical Skills

Record keeping

Knowledge of protective services for children and adults

Knowledge of family social work

Ability to apply complex rules and regulations

Ability to interview others for information

Computer Skills

Work Processing required by almost all

Spreadsheet required by some

Database required by a few

Other Qualifications

Understanding of a variety of cultures

Ability to work independently

Possession of a clean police record

Ability to handle crisis situations

Projected New Skills

Counseling

Geriatric assessment

Skills Needed for Advancement

Supervisory skills

Management

Continuing education

Education

Minimum education requirements reported by responding employers

- ♦ High School or Equivalent 8%
- ♦ Associate Degree 8%
- ♦ Bachelor Degree 50%
- ♦ Graduate Study 33%

Experience and Training

Firms Reported	Yes	Preferred	No
Work experience required	58%	33%	8%
Training required	55%	0%	45%

Length of Experience

Firms requiring experience prefer an average of 23 months experience in this occupation.

Length of Training

Firms requiring training report that 24 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept experience in a related field such as Social Work, Counseling, AODP (Alcohol and Other Drug Program) or Psychology .

Other Information

Time Base

Full Time	56%	Temp/On Call	11%
Part Time	33%	Seasonal	0%

Emerging Occupations

HIV, Diabetes Tracking and Prevention

N.B. Because Chemical Dependency Counselors are included in this occupation, there are two ranges of pay correlating to the amount of education of the employee.

Teachers, Special Education

Job Description

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Please include teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded. OES 313110

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 13.42	\$ 13.42	\$ 13.42
New Hires with Experience	13.42	13.42	13.42
3 Years + Experience with Firm	16.91	16.91	16.91

Union Wages

	Low	Median	High
New Hires with No Experience	\$ 15.92	\$ 18.63	\$ 19.00
New Hires with Experience	15.59	18.63	26.25
3 Years + Experience with Firm	16.30	18.63	26.25

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	85%	8%	8%	8%
Dental Insurance	92%	8%		8%
Vision Insurance	92%	8%		8%
Life Insurance	31%		8%	
Paid Sick Leave	85%	15%	8%	
Paid Vacation	31%		8%	
Retirement	15%	8%	54%	8%

A few employers offered bonus if applicant has a degree.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	22%
♦ Employees Leaving	67%
♦ Temporary Positions	0%
♦ Promotions	11%

Recruitment Methods

♦ Newspaper Ads	77%
♦ Internet	77%
♦ Colleges/Universities	69%
♦ In-House Promotion or Transfer	15%
♦ Employee Referrals, School Referrals each	15%

Size of Occupation

♦ Size of Employment:	Large
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Gender make up of reported positions

♦ Male	23%
♦ Female	77%

Where the Jobs Are

Elementary and Secondary Schools

Hours:	Full Time average is 36 hours per week Part Time average is 18 hours per week
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Teachers, Special Education

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Faster Than Average

Almost all employers reported stable employment in this occupation during the last year, and a few reported growth. Most employers expect employment to remain stable, a few to grow, and a few to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively orally and in writing

Technical Skills

Ability to plan and organize training programs

Classroom management skills

Understand and relate to children with special needs

Computer Skills

Work processing required by most

Spreadsheet and database required by a few

Other Qualifications

Imagination and creativity

Ability to exercise patience

Ability to work independently

Ability to maintain classroom discipline

Ability to handle crisis situations

Projected New Skills

Skills assessment

Record keeping

Skills Needed for Advancement

Detail oriented

Keeping up with changing field

Organization

Teamwork

Education experience

Continuing education

Safety conscious

Education

Minimum education requirements reported by responding employers

- ♦ Bachelor Degree 77%
- ♦ Graduate Study 23%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	38%	46%	15%
Training required	45%		55%

Length of Experience

Firms requiring experience prefer an average of 21 months experience in this occupation.

Length of Training

Firms requiring training report that 15 months of training are needed prior to employment.

Vocational Training

Almost all firms require vocational training. Many specified the requirement of a Special Ed Credential, a few specified Resource Specialist Credential. And Student Teaching

Other Information

Time Base

Full Time	98%	Temp/On Call	0%
Part Time	2%	Seasonal	0%

Emerging Occupations

Immersion Classes / Bilingual

Tellers

Job Description

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions. OES 531020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.15	\$8.35	\$10.08
New Hires with Experience	\$8.25	\$9.00	\$10.00
3 Yrs + Experience with Firm	\$9.50	\$10.00	\$11.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	33%	11%	44%	67%
Dental Insurance	33%		44%	67%
Vision Insurance	22%		44%	67%
Life Insurance	56%	22%	11%	22%
Paid Sick Leave	56%	22%	11%	22%
Paid Vacation	56%	22%	11%	22%
Retirement	33%	11%	33%	56%

Some employers offered bonuses and incentives.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	7%
♦ Employees Leaving	60%
♦ Temporary Positions	11%
♦ Promotions	22%

Recruitment Methods

♦ Walk-In Applicants	89%
♦ Employee Referrals	89%
♦ Newspaper Ads	56%
♦ Internet	22%

Size of Occupation

♦ Size of Employment:	Large
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Gender make up of reported positions

♦ Male	8%
♦ Female	92%

Where the Jobs Are

Commercial Banks, Credit Unions

Hours:	Full Time average is 40 hours per week
	Part Time average is 30 hours per week
	Temporary average is 17 hours / week

Tellers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year, a few reported a decline, and some reported growth. Many employers expect employment to remain stable, a few to decline, and some to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively orally
Ability to read and follow directions
Ability to write legibly
Basic math

Physical Qualifications

Able to stand continuously for 2 or more hours

Technical Skills

Bondable
Cash handling skills
10 key adding machine

Computer Skills

Most employers require computer literacy
Word processing required by many
Spreadsheet required by some

Other Qualifications

Customer service skills

Projected New Skills

Bank computer programs

Skills Needed for Advancement

Computer skills
Math skills
Flexibility
Sales
Enjoy working with the public
Knowledge of operations
Initiative
Communication

Education

Minimum education requirements reported by responding employers

- ♦ High School or Equivalent 100%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	11%	56%	33%
Training required	67%		33%

Length of Experience

Firms requiring experience prefer an average of 10 months experience in this occupation.

Length of Training

Firms requiring training report that 4 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept 9 months experience in a related field such as Retail, Cash Handling Clerk.

Other Information

Time Base

Full Time	49%	Temp/On Call	10%
Part Time	41%	Seasonal	0%

Emerging Occupations

There were no emerging occupations specified.

Truck Drivers, Light or Delivery Services

Job Description

Truck Drivers, light or delivery services drive a truck or van with a capacity of under 26,000 GVW, primarily to deliver or pick up merchandise or to deliver packages within a specified area. May require use of automatic routing or location software. May load and unload truck. SOC 533033

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$9.00	\$12.56
New Hires with Experience	\$7.50	\$10.00	\$16.67
3 Yrs + Experience with Firm	\$8.50	\$12.00	\$20.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	50%		43%	29%
Dental Insurance	29%		50%	29%
Vision Insurance	14%		36%	29%
Life Insurance	21%		36%	29%
Paid Sick Leave	64%	29%	7%	14%
Paid Vacation	79%	43%	14%	14%
Retirement	21%	14%	50%	14%

Additional Compensation A few employers offer commissions, bonuses, child care, profit sharing, long term disability or employee discounts.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	13%
♦ Employees Leaving	50%
♦ Temporary Positions	17%
♦ Promotions	21%

Recruitment Methods

♦ Newspaper Ads	60%
♦ Walk-In Applicants	53%
♦ Employee Referrals	47%
♦ In-House Promotion or Transfer	27%
♦ Employment Development Department	27%

Size of Occupation

♦ Size of Employment	Large
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Gender make up of reported positions

♦ Male	79%
♦ Female	21%

Where the Jobs Are

A variety of retail establishments that offer Delivery Air Transportation, Scheduled, and Fuel Dealers

Hours:	Full time average is 40 hours/week
	Part time average is 22 hours/week
	Seasonal average is 20 hours/week

Truck Drivers, Light or Delivery Services

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year. Some reported growth, and a few a decline. Most employers expect employment to remain stable, some to grow, and a few to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Oral communication
Ability to write legibly
Math

Physical Abilities

Able to lift at least 75 pounds repeatedly
Ability to pass a pre-employment medical examination

Technical

Ability to read invoices
Ability to load and unload freight
Many require possession of a valid Class B driver's license; a few require a Class A license
Map reading

Computer Skills

A few employers used custom programs or wanted employees to be computer literate.

Other Qualifications

Ability to work independently
Possession of a good DMV driving record
People skills

Skills Needed for Advancement

Good people and communication skills
Sales, knowledge of products, inventory
Experience, work ethic
Intelligence, common sense, logic
Flexibility, ability to take direction
Training, safety, mechanical skills

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 27%
- ♦ High school or equivalent 73%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	27%	33%	40%
Training in lieu of experience	56%	0%	44%

Length of Experience

Firms requiring experience prefer an average of 17 months experience in this occupation.

Length of Training

Firms requiring training in lieu of experience report that 8 months of training are needed prior to employment.

Experience in other occupations

Most of the employers accepted an average of 12 months experience in other occupations such as big rig driver, other driving occupations, sales.

Other Information

Time Base

Full Time	72%	Temp/On Call	2%
Part Time	23%	Seasonal	2%

Emerging Occupations

Offer installation along with sales and delivery

INDEX OF OCCUPATIONS PROFILED (1990 - 2003)

If you would like a copy of an occupation listed that was profiled prior to 2001,
please contact the MPIC, Inc. at (800) 616-1196, ext. 5912.

OCCUPATION		YEAR	YEAR	YEAR	YEAR
Accountants and Auditors		1992	1995	1998	2001
Administrative Services Managers		2001			
Agricultural Sales Workers		1994			
Animal Caretakers - Except Farm		1992	1999		
Automotive Mechanics		1990	1993	1996	2001
Automotive Body & Related Repairers		1990	1993	1997	2000
Bakers - Bread and Pastry		1992	1996	2000	
Bartenders		1991	1995	2000	
Billing, Cost, and Rate Clerks		1994	1999		
♦ Bookkeeping, Accounting, and Auditing Clerks	1990	1993	1997	2000	2003
Bus and Truck Mechanics and Diesel Engine Specialists		1994	1999		
Butchers and Meat Cutters		1992	1995	1999	
♦ Cabinetmakers and Bench Carpenters		2003			
♦ Carpenters		1991	1994	2000	2003
♦ Cashiers		1990	1993	1997	2000
Cellar Supervisors		1993			
Child Care Workers		1993	1996	1998	2001
Choke Setters		1993			
Computer Programmers, Including Aides		1993	2001		
Computer Support Specialists		1997	2001		
♦ Cooks - Restaurants		1990	1994	1999	
Cooks - Specialty Fast Food		1992	1997		
♦ Counter and Rental Clerks		1992	1996	2000	2003
Dental Assistants		1990	1994	1997	2001
Dental Hygienists		1992	1995	1998	2002
Dietetic Technicians		1995			
Drafters		1994			
Driver/Sales Workers		1991	1995	1999	
Electrical and Electronic Assemblers		1991	2002		
Electricians		2002			

INDEX OF OCCUPATIONS STUDIED (1990 - 2003)

OCCUPATION	YEAR	YEAR	YEAR	YEAR
Emergency Medical Technicians I	1998			
Emergency Medical Technicians - Paramedic	1998			
Fallers and Buckers	1993			
Farmworker, Food and Fiber Crops	2002			
Financial Managers	1993	1999		
Firefighters	1993	1997	2001	
♦ First Line Supervisors and Managers/Supervisors Sales and Related Occ's	1992	1996	2003	
First Line Supervisors - Agricultural, Forestry, Fishing	1992	1996		
First Line Supervisors and Manager/Supervisors - Clerical and Admin Occ's	1993	1999		
First Line Supervisors and Manager/Sups - Production and Operating Workers	1993	1999		
First Line Supervisors/Managers - Construction Trade and Extractive Workers	1994	1999		
First Line Supervisors/Managers of Mechanics, Installers and Repairers	1993	1999		
Food Preparation Workers	1991	1996	2000	
♦ Food Service Managers	1991	1996	2001	
Forest and Conservation Workers	2002			
Gardeners, Groundskeepers	1990	1993	1997	
♦ Gaming Cage Workers	2003			
♦ Gaming Dealers	2003			
♦ General and Operations Managers	2003			
♦ General Office Clerks	1990	1993	1996	2000
Guards and Watch Guards	1993	1998	2002	
Hairdressers, Hairstylists, and Cosmetologists	1992	1998		
Hand Packers and Packagers	1998			
Helpers - Carpenter and Related	1991			
Home Appliance and Power Tool Repairers	1991			
Home Health Aides	1998	2001		
♦ Host, Hostesses - Restaurant, Lounge or Coffee Shop	1992	2003		
Hotel Desk Clerks	1991	1997	2002	
Housekeeper Supervisors	1998			
Human Service Workers	1996	2001		
Industrial Production Managers	1995	2001		
Instructional Aides	1991	1993	1996	2002

INDEX OF OCCUPATIONS STUDIED (1990 - 2003)

OCCUPATION	YEAR	YEAR	YEAR	YEAR	YEAR
Insurance Policy Processing Clerks		1992			
Janitors and Cleaners, Except Maids and Housekeeping Cleaners		1990	1995	1998	2001
♦ Landscaping and Groundskeeping Workers		2000	2003		
Legal Secretaries		1990	1993	1997	2002
♦ Licensed Practical & Licensed Vocational Nurses	1990	1993	1996	2000	2003
Loan and Credit Clerks		1992	1995	1999	
Lodging Managers		1991	2002		
Log Handling Equipment Operators		1993			
Machinery Maintenance Workers		1991			
Machinists		1990	1993	1999	2002
♦ Maids and Housekeeping Cleaners		1991	1998	2003	
♦ Maintenance & Repair Workers, General		1991	1996	2000	2003
Managers, Office (Any Industry)		1997			
Marketing, Advertising, Public Relations Managers		1993	1999	2002	
Medical Assistants		1990	1993	1999	
Medical Clinical Lab Assistants		1994			
Medical Clinical Lab Technicians		1994			
Medical Secretaries		1990	1993	1997	2000
Numerical-Control Machine - Tool Operators and Tenders		1996			
Nurse Practitioners		1998			
Nursery Workers		1991	1994		
♦ Nurses Aides, Orderlies, Attendants		1990	1993	1997	2003
Operating Engineers		1991	2002		
Opticians - Dispensing and Measuring		1995			
Order Clerks - Materials, Merchandise, and Service		1992			
Packaging and Filling Machine Operators and Tenders		2002			
Paralegal Personnel		1995			
Patient Insurance Clerks		1992			
Paving, Surfacing, and Tamping Equipment Operators		1991			
♦ Pharmacists		2003			
Pharmacy Technicians		1995	1999	2002	

INDEX OF OCCUPATIONS STUDIED (1990 - 2003)

OCCUPATION	YEAR	YEAR	YEAR	YEAR
Physical Therapy Aides	1998			
Physical Therapy Assistants	1998			
Plumbers, Pipefitters, and Steamfitters	1995	2001		
Police Patrol Officers	1993	1997	2002	
Purchasing Managers	1994			
Radiologic Technologists	2002			
Receptionists and Information Clerks	1992	1997	2001	
Registered Nurses	1991	1995	1998	2002
Salespersons, Parts	1990	1993	1997	
Salesperson, Retail - Except Vehicle Sales	1990	1993	1997	2000
♦ Salesperson, Retail (Including Vehicle Sales) (Retail Salespersons)	2003			
Secretaries, Except Legal and Medical	1991	1994	1999	
Separating, Filtering, Clarifying, Precipitating, and Still Machine Operators and Tenders	2001			
Sheet Metal Workers	1990	1996		
Small Engine Specialist	2001			
Social Service Technicians	1991			
Social Workers - Medical and Psychiatric	1992	2001		
Stock Clerks - Stockroom, Warehouse, Storage Yard	1992	1995	1999	
Stock Clerks - Sales Floor	1992	1995	1998	
Substance Abuse Counselors	1995			
Survey and Mapping Technicians and Technologists	1992			
Teachers - Elementary School	1996			
Teachers - Kindergarten	1994	1998		
Teachers - Preschool	1990	1994	1998	
Teachers - Secondary School	2000			
Teachers - Special Education	1995	1999	2002	
Tellers	1990	2002		
Traffic, Shipping and Receiving Clerks	1993	1996	2000	
Travel Agents	1998			
Truck Drivers, Heavy or Tractor Trailer	1990	1996	2000	
♦ Truck Drivers, Light - Includes Delivery and Route Workers	1992	1997	2000	2003

INDEX OF OCCUPATIONS STUDIED (1990 - 2003)

[illegible]

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation: 150262 LODGING MANAGERS		
Lodging Managers plan, organize, direct, control, or coordinate activities of an organization of department that provides lodging such as hotels, motels, or tourist courts.		
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete this survey for the occupation described. If no, please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county .		
1. What job title(s) does your firm use for these duties?	Job Title(s): _____	
2. a. How many employees does your firm currently have in this occupation?	Number of Employees: _____	
b. In this occupation, how many are:	Number of Males: _____	Number of Females: _____
c. In this occupation, how many current employees are there and on average how many weekly hours do they work?		
Regular, Full Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Regular, Part Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Temporary/On Call:	Number of Employees: _____	Average Weekly Hours Worked: _____
Seasonal:	Number of Employees: _____	Average Weekly Hours Worked: _____
3. In your firm, what shifts are available for this occupation? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:		
vacancies resulting from promotions within your firm?		
vacancies resulting from people in permanent positions leaving your firm?		
new permanent positions resulting from growth?		
temporary, on call, or seasonal positions?		
5. a. During the last 12 months, did your firm's employment in this occupation: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for this occupation, is prior experience in this occupation required? If yes or preferred, how much experience in this occupation is required/preferred? Is experience in other occupations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months) <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)	
7. If prior experience is required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find full qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		
8. If prior experience is not required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		

9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)	
10. Is technical or vocational training required prior to employment in this occupation ? If yes or preferred, what kind of training is required ?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)	
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation ? (Check one).			
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study			
12. What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and types(s) of compensation.	
<ul style="list-style-type: none"> New hires, no experience (trained or untrained): New hires who are experienced: Experienced employees after 3 years with your firm: <p style="text-align: center;">(Please check one)</p>	<u>Base Wage or Salary</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Other Compensation</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Type of Compensation</u> <input type="checkbox"/> Commission <input type="checkbox"/> Tips <input type="checkbox"/> Bonus <input type="checkbox"/> Piece Rate <input type="checkbox"/> Other Specify: _____
13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:			
	<u>Employer Pays All</u> <u>Share Cost</u> <u>Employee Pays All</u> <u>Not Provided</u>		
	FT PT	FT PT	FT PT FT PT
Medical Insurance	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Dental Insurance	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Vision Insurance	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Life Insurance	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Sick Leave	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Vacation	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Retirement Plan	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Child Care	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other (Please Specify): _____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
15. a. Does your firm ever promote employees in this occupation to higher level positions?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____	
If yes, what are the titles of the positions to which they may be promoted?		_____	
b. What skills are important for career advancement?		_____	
16. What computer software skills, if any, does your firm seek in applicants for this occupation ? (Please check all that apply)			
Specify software names: <input type="checkbox"/> None			
<input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____			

17. What other new skills are needed to perform the duties of this occupation? _____			
18. When your firm hires employees for this occupation , which are the top three most successful recruitment methods?			
<input type="checkbox"/> In-house promotions or transfers <input type="checkbox"/> Newspaper ads <input type="checkbox"/> Internet <input type="checkbox"/> EDD <input type="checkbox"/> Walk-in applicants <input type="checkbox"/> Colleges/Universities <input type="checkbox"/> School/program referrals <input type="checkbox"/> Union hall referrals <input type="checkbox"/> Employee referrals <input type="checkbox"/> Private employment agencies <input type="checkbox"/> Trade journals <input type="checkbox"/> Other (Please specify): _____			

19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:		<input type="checkbox"/> Yes <input type="checkbox"/> No _____	
Would you like to receive a complimentary copy of the survey results for this occupation?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

20. The following is a list of qualifications that may or may not be important for job entry into this occupation. Please indicate the degree of importance for each qualification, using the following sliding scale of 1 – 4:

Not Important = 1 2 3 4 = Very Important

Physical Qualifications

- ☐ Pass a pre-employment medical exam
- ☐ Pass a drug screening exam
- ☐ Possess excellent hearing
- ☐ Possess excellent vision
- ☐ Lift at least 10 lbs
- ☐ Lift at least 50 lbs
- ☐ Able to perform strenuous, physically demanding work
- ☐ Able to use abdominal/lower back muscles repeatedly
- ☐ Able to sit continuously for 2 or more hours
- ☐ Able to stand continuously for 2 or more hours

Flexibility

- ☐ Willingness to work nights
- ☐ Willingness to work weekends
- ☐ Willingness to work part-time
- ☐ Willingness to work on-call
- ☐ Willingness to work on a temporary basis
- ☐ Willingness to work on a seasonal basis
- ☐ Willingness to work more than 40 hours/week
- ☐ Willingness to work occasional periods of overtime
- ☐ Willingness to work overtime on a regular basis
- ☐ Willingness to participate in drug testing

Other Skills and Qualifications

- ☐ English grammar and spelling skills
- ☐ Legible handwriting skills
- ☐ Reading and comprehension skills
- ☐ Listening skills
- ☐ Verbal communication and speaking skills
- ☐ Basic math skills
- ☐ Advanced math skills
- ☐ Fluent bilingual skills (specify languages below)
- ☐ Semi-fluent bilingual skills (specify language below)
Bilingual language(s): _____
- ☐ Ability to work effectively in a teamwork environment
- ☐ Ability to work well independently
- ☐ Ability to effectively delegate work and supervise staff
- ☐ Ability to perform routine, repetitive work
- ☐ Ability to work in continually changing environments
- ☐ Ability to learn continually
- ☐ Ability to work effectively under periods of high pressure
- ☐ Possess good DMV driving record
- ☐ Possess own vehicle and insurance
- ☐ Clean and neat appearance

21. Would you like to know more about MPIC services?
☐ Yes ☐ No

Thank you for your participation in the CCOIS program!

TRAINING AVAILABLE FOR OCCUPATIONS PROFILED IN 2001, 2002, & 2003

The following contains information on training available in Mendocino County and the surrounding counties for the occupations profiled in this report in 2002 and 2003. For information on schools that can provide training for the 2001 occupations, please refer to the website for California Training and Education Providers: <http://www.soicc.ca.gov/ctep/>.

Not all the training providers listed are approved by the Workforce Investment Administration. As a result, they may or may not qualify for training funds available through WIA at the Mendocino County Employment Resource Center. Contact your nearest Employment Resource Center for more information.

Data for this listing was collected and updated in Spring and Fall of 2003. Educational program information changes frequently so users should contact individual training providers directly for information updates.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

TRAINING PROVIDERS BY OCCUPATION

♦ **Bookkeeping, Accounting & Auditing Clerks**

Career Transitions, Santa Rosa
CHDC Anthony Soto Employment Training Center, Santa Rosa
College of the Redwoods, Eureka
Empire College, Santa Rosa
Heald College Schools of Business & Technology, Sacramento
LINK Career Center, Ukiah
Mendocino College, Ukiah
Regional Occupational Program, Ukiah
Santa Rosa Junior College, Santa Rosa

♦ **Cabinetmakers and Benchmakers**

Cabinetmaking & Millmen Apprenticeship, Sacramento
College of the Redwoods, Eureka
Lake County Regional Occupational Program, Lakeport
Mendocino County Regional Occupational Program, Ukiah
Sonoma County ROP, Santa Rosa
U.S. Department of Labor Apprenticeship and Training, Oakland

- ♦ **Carpenters**
 - California Contractors Exam Center, Inc., San Rafael
 - Carpenters Committee for Northern California, Fairfield (Union Local 751)
 - College of the Redwoods, Eureka
 - Contractors License Courses, Santa Rosa
 - Contractors Testing Service of San Raphael
 - U.S. Department of Labor Apprenticeship and Training, Oakland
- ♦ **Cashiers**
 - Most businesses provide their own training.
- ♦ **Cooks—Restaurant**
 - American River College, Sacramento
 - California Culinary Academy, San Francisco
 - Culinary Institute of America at Greystone, St. Helena
 - Mendocino College, Ukiah
 - Santa Rosa Junior College, Santa Rosa
- ♦ **Counter and Rental Clerks**
 - Most businesses provide their own training.
- ♦ **Dental Hygienists**
 - Santa Rosa Junior College
- ♦ **Electrical & Electronic Assemblers**
 - Anthony Soto Employment Training Centers, Sebastopol, Marysville
 - Shasta College
 - Most businesses provide their own training.
- ♦ **Electricians**
 - California Contractors Exam Center, San Rafael
 - College of the Redwoods, Eureka
 - Contractors License Courses, Santa Rosa
 - Redwood Empire Electrical, Santa Rosa
 - Santa Rosa Junior College, Santa Rosa
 - U. S. Dept of Labor Apprenticeship and Training, Oakland
- ♦ **Firefighters**
 - Butte Community College, Oroville
 - Department of Forestry, Willits
 - Mendocino College, Ukiah
 - Santa Rosa Junior College, Santa Rosa
- ♦ **First Line Supervisors—Agricultural, Forestry, Fishing and Related Occupations**
 - Butte Community College, Oroville
 - College of the Redwoods, Eureka
 - Humboldt State University, Arcata

Mendocino College, Ukiah
Santa Rosa Junior College, Santa Rosa
Sonoma State University, Rohnert Park
University of California, Davis

♦ **First Line Supervisors / Managers of Retail**

Automotive Dealership Business Schools, Long Beach
California Institute of Jewelry Training and Gemology, Carmichael
Career Transitions, Santa Rosa
Santa Rosa Junior College
Joe Verde Training Institute Seminars (Auto Sales)

♦ **Food Preparation Workers**

Bartenders School of Santa Rosa
Mendocino College, Ukiah
Santa Rosa Junior College
Sonoma County ROP

♦ **Forest and Conservation Workers**

Butte Community College
College of the Redwoods, Fort Bragg, Eureka
Humboldt State University, Arcata
Santa Rosa Junior College, Santa Rosa
Shasta College

♦ **Gaming Cage Workers**

IGT Training, Reno
See training for cashiers and bookkeeping
Many employers provide on the job training

♦ **Gaming Dealers**

Tony's Casino Dealers Training, La Puente
Many employers provide on the job training

♦ **General Office Clerks**

CHDC Anthony Soto Employment Training Center, Santa Rosa
College of the Redwoods, Eureka
College of the Redwoods, Fort Bragg
Empire College, Santa Rosa
Link Career Center, Ukiah
Mendocino College, Ukiah
Santa Rosa Junior College, Santa Rosa

♦ **General & Operations Managers**

Any college or university that has courses in business administration

- ♦ **Guards and Watch Guards**
 - Advanced Security Institute, West Sacramento
 - Anthony Soto Employment Training Centers, Santa Rosa and Marysville
 - Universal Security Academy, Sacramento
- ♦ **Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop**
 - Bartenders School of Santa Rosa
 - Santa Rosa Junior College
 - Sonoma County Regional Occupational Program
 - Many businesses provide on the job training
- ♦ **Hotel Desk Clerks**
 - CHDC Anthony Soto Employment Training Center, Santa Rosa
 - Santa Rosa Junior College, Santa Rosa
 - Many businesses provide on the job training
- ♦ **Instructional Aides**
 - College of Marin, San Rafael
 - Humboldt State University, Arcata
 - Santa Rosa Junior College, Santa Rosa
 - Shasta College, Redding
 - Sonoma State University, Extended Education, Rohnert Park
 - Yuba Community College, Lake County Center
- ♦ **Landscaping and Groundskeeping Workers**
 - Mendocino College, Ukiah
 - College of the Redwoods, Eureka
 - Santa Rosa Junior College
 - Many businesses provide on the job training.
- ♦ **Legal Secretaries**
 - Career Transitions, Santa Rosa
 - College of the Redwoods, Fort Bragg, Eureka (Humboldt County)
 - Empire College, Santa Rosa
 - Heald College, School of Business Technology, Fresno
 - Mendocino College, Ukiah
 - Santa Rosa Junior College, Santa Rosa
 - Santa Rosa Regional Occupational Program
 - Sonoma State University, Extended Education, Rohnert Park
 - Yuba Community College, Lake County Center
- ♦ **Licensed Practical & Licensed Vocational Nurses**
 - Ukiah Adult School, Ukiah
 - College of the Redwoods, Eureka
- ♦ **Lodging Managers**
 - Empire College, Santa Rosa

Hospitality Management Training Institute, San Francisco
Mendocino College, Ukiah
Santa Rosa Junior College, Santa Rosa

♦ **Machinists**

College of the Redwoods, Eureka
College of Marin, Kentfield
Regional Occupation Program, Ukiah
Santa Rosa Junior College, Santa Rosa
U.S. Department of Labor Apprenticeship & Training, Oakland

♦ **Maintenance & Repair Workers**

Anthony Soto Employment Center, Santa Rosa
Santa Rosa Junior College, Santa Rosa

♦ **Marketing, Advertising & Public Relations Managers**

Butte Community College
Humboldt State University, Arcata
Information Management Instructional Training, Petaluma
Mendocino College, Ukiah
Santa Rosa Junior College, Santa Rosa
Sonoma State University, Rohnert Park

♦ **Nurse Aides, Orderlies, Attendants (CNAs, Medical Assistants)**

Northbrook Nursing and Rehab, Willits
Regional Occupation Program, Ukiah & Fort Bragg
Sherwood Oaks Health Center, Fort Bragg
Ukiah Convalescent Hospital, Ukiah
Valley View Skilled Nursing Center, Ukiah

♦ **Operating Engineers (Heavy Equipment)**

Butte Community College, Oroville
Carpenter's Training Committee of Northern California, Petaluma
Heavy Equipment Operators School, Eugene, Oregon
Operating Engineers Jac, Rohnert Park
U.S. Department of Labor Apprenticeship & Training, Oakland
West Hills Community College District, Coalinga (Fresno County)

♦ **Pharmacists**

Merced College, Merced
Morris Cody & Assoc California State Pharmacy Board Review, Encino
San Jose State University, San Jose
Sonoma State University, Rohnert Park
University of California, San Francisco
University of the Pacific, Stockton
Western University of Health Sciences, Pomona

- ♦ **Pharmacy Technicians**
 - City College of San Francisco
 - Santa Rosa Junior College, Santa Rosa
 - Sonoma County Regional Occupational Program, Santa Rosa
- ♦ **Police Patrol Officers**
 - Butte Community College
 - College of the Redwoods, Eureka
 - Mendocino College, Ukiah
 - Napa Valley College, Napa
 - Santa Rosa Junior College, Santa Rosa
 - Shasta College
 - Sonoma State University, Rohnert Park
- ♦ **Radiologic Technologists**
 - Cabrillo College, Aptos (Santa Cruz County)
 - City College of San Francisco
 - Kern Community College District, Bakersfield (Kern County)
 - Santa Rosa Junior College, Santa Rosa
 - Yuba Community College, Marysville
- ♦ **Registered Nurses**
 - College of the Redwoods, Eureka
 - Dominican College, San Raphael
 - Eureka Adult School, Eureka
 - Humboldt State University
 - Mendocino College, Ukiah
 - Napa Valley College, Napa
 - Santa Rosa Junior College, Santa Rosa
 - Sonoma State University, Rohnert Park
- ♦ **Retail Sales**
 - Santa Rosa Junior College, Santa Rosa
 - Most businesses provide their own training.
- ♦ **Special Education Teachers**
 - College of Marin, San Rafael
 - Humboldt State University, Arcata
 - Santa Rosa Junior College, Santa Rosa
 - Sonoma State University Extended Education, Rohnert Park
- ♦ **Tellers**
 - Empire College, Santa Rosa
 - Many banks provide their own training.

♦ **Truck Drivers, Light or Delivery Service**

American Truck School, Redding or Fortuna

Area Truck Driving School, Sacramento

Butte Community College, Glenn County Center, Orland

Center for Employment Training, Sacramento

Falcon Truck School, Vallejo

Foster Elite Truck Driving School, Oroville or Red Bluff

Truck Driving Academy, Sacramento or Fresno

Western Truck School, West Sacramento or Yuba

TRAINING PROVIDER INFORMATION

Advanced Security Institute

2941 West Capitol Avenue
West Sacramento, CA 05691
Phone: (916) 375-8500
Fax: (916) 375-3177
Internet: www.goto-asi.com

American River College

4700 College Oak Drive
Sacramento, CA 95841
Phone: (916) 484-8011
Fax: (916) 484-8674
Internet: www.arc.losrios.cc.ca.us

American Truck School, Fortuna

2404 Sandy Paraire Road
Fortuna, CA 95540
Phone: (707) 725-1824
Fax: (707) 725-1921
Email: <mailto:ats@awwwsome.com#http://ats@awwwsome.com>

American Truck School, Redding

8530 Commercial Way
Redding, CA 96002
Phone: (707) 725-1824
Email: <mailto:atskllc@msn.com>

Area Truck Driving School

1816 Main Avenue
Sacramento, CA 95838
Phone: (916) 921-9228
Fax: (916) 9128
Internet: www.areatruckdrivingschool.com
Email: <mailto:atdsstkn@aol.com#http://atdsstkn@aol.com>

Automotive Dealership Business School

3450 Spring St., Ste 118
Long Beach, CA 90806
Phone: (562) 997-9711

Fax: (562) 989-7550

Email: adbs@gte.net

Bartenders School of Santa Rosa

Mailing Address:
1731 King Street
Santa Rosa, CA 95404-291
Physical Address:
1050 Hopper Avenue, Bldg 7A
Santa Rosa, CA 95401
Phone: (707) 523-1611

Butte Community College, Oroville

3536 Butte Campus Drive
Oroville, CA 95965-8303
Phone: (530) 895-2511
Fax: (530) 895-2962
Internet URL: www.butte.cc.ca.us

Butte Community College

Glenn County Center

604 E. Walker
Orland, CA 95963
Phone: (530) 865-9728
Fax: (530) 934-4168
Internet: www.butte.cc.ca.us
Email: <mailto:admissions@butte.cc.ca.us>

Cabinetmakers & Millmen Apprenticeship

9261 Folsom Blvd., Suite 301
Sacramento, CA 95826
Phone: (916) 361-0991
Fax: (916) 361-1071

Cabrillo College

6500 Soquel Drive
Aptos, CA 95003
Phone: (831) 479-6100
Email: ar-mail@cabrillo.cc.ca.us

TRAINING PROVIDER INFORMATION (Continued)

California Contractors Exam Center

526 Third Street
San Rafael, CA 94901
Phone: (415) 256-2500
Fax: (415) 256-2523
Internet: www.ccice.com
Email: <mailto:clcinc@pacbell.net>

California Culinary Academy

625 Polk Street
San Francisco, CA 94102-3393
Phone: (415) 771-3536
Fax: (415) 771-2194
Internet: www.baychef.com

California Institute of Jewelry Training and Gemology

5800 Winding Way
Carmichael, CA 95821
Phone: (916) 487-1122
Fax: (916) 487-1189
Internet: www.jewelrytraining.com
Email: eijt@jewelrytraining.com

Career Transitions

2235 Challenger Way, Suite 104
Santa Rosa, CA 95407
Phone: (707) 546-6605
Fax: (707) 525-1224
Internet: www.careertrans.com

Carpenter's Training Committee of Northern California (Union Local 751)

800 Chadbourne Road
Fairfield, CA 94534
Phone: (707) 399-2880
Fax: (707) 399-8519
Internet: www.ctcnc.org

Center for Employment Training

6853 65th Street
Sacramento, CA 95828
Phone: (916) 393-7401

Fax: (916) 393-7347
Internet: www.cet2000.org
Email: mailto:cetsac@ps.net#http://cetsac@jps.net

CHDC Anthony Soto Employment Training Center, Santa Rosa

100 Sebastopol Road
Santa Rosa, CA 95407
Phone: (707) 566-3969
Fax: (707) 567-1421
Email: aset@chdcorp.org

CHDC Anthony Soto Employment Training Center, Marysville

1468-G Sky Harbor Drive
Marysville, CA 95901
Phone: (530) 741-2924
Fax: (530) 741-8435
Email: cahumdevl@jps.net

City College of San Francisco

50 Phelan Avenue
San Francisco, CA 94112-1898
Phone: (415) 239-3000
Fax: (415) 239-3936
Internet: www.ccsf.org
Email: advisor@ccsf.org

College of Marin, Kentfield Campus

835 College Avenue
Kentfield, CA 94904
Phone: (415) 485-8811
Fax: (415) 456-7770
Internet: www.marin.cc.ca.us

College of the Redwoods, Eureka

1211 Del Mar Drive
Fort Bragg, CA 95437
Phone: (707) 962-2603
Fax: (707) 961-0943
Internet: www.redwoods.cc.ca.us/main

TRAINING PROVIDER INFORMATION (Continued)

College of the Redwoods, Eureka

7351 Tompkins Hill Road
Eureka, CA 95501-9301
Phone: (707) 476-4100
Fax: (707) 467-4400
Internet: www.redwoods.cc.ca.us

College of the Redwoods, Crescent

883 W. Washington Blvd.
Crescent, CA 95531
Phone: (707) 465-2300
Fax: (707) 464-6867
Internet: delnorte.redwoods.cc.ca.us

Contractors License Courses

987 Airway Court, Suite 201
Santa Rosa, CA 95403
Phone: (707) 578-8877
Fax: (707) 578-0607
Email: <mailto:charleneragz@aol.com>

Constructors Testing Service of San Rafael

95 Woodland Avenue
San Raphael, CA 94901
Phone: (415) 479-9900
Fax: (415) 454-9949

Culinary Institute of America at Greystone

2555 Main Street
St. Helena, CA 94574
Phone: (800) 888-7850
Internet: www.culinary.edu/greystone/index.html

Dominican University of California

San Rafael Campus

50 Acacia Avenue
San Rafael, CA 94901-2298
Phone: (415) 457-4440
Fax: (415) 485-3214
Internet: www.dominican.edu
Email: <mailto:enroll@dominican.edu>

Dominican University of California

Ukiah Campus

2240 Eastside Road
Ukiah, CA 95482
Phone: (707) 463-4800
Internet: www.dominican.edu

Empire College

3035 Cleveland Avenue, #102
Santa Rosa, CA 95403
Phone: (707) 546-4000
Fax: (707) 546-4058
Internet: www.empcol.com

Eureka Adult School

674 Allard Avenue
Eureka, CA 95503
Phone: (707) 441-2461
Internet: www.eurekacityschools.org
Email: griffiths@eurekacityschools.org

Falcon Truck School

Mailing address:
P.O. Box 2134
Vallejo, CA 94590
Phone: (707) 562-3580
Fax: (707) 562-3583

Foster Elite Truck Driving School. Oroville

1940 Feather River Blvd Suite 6
Oroville, CA 95966
Phone: (800) 927-3535
Fax: (530) 527-5427
Email: <mailto:fosterelite@tco.net>

Foster Elite Truck Driving School, Red Bluff

1450 Schwab Street, Suite A
Red Bluff, CA 96080
Same as above

Heald College of Business and Technology

Concord

2150 John Glenn Drive

TRAINING PROVIDER INFORMATION (Continued)

Concord, CA 94520-5618
Phone: (925) 827-1300
Fax: (925) 827-1486
Internet: www.heald.edu

Heald College of Business and Technology Roseville

7 Sierra Gate Plaza
Roseville, CA 95678
Phone: (916) 789-8600
Fax: (916) 789-8630

Heavy Equipment Operators School

1510 Hwy 88 N.
Eugene, Oregon 97404
Phone: 800-265-7535

Hospitality Management Training Institute

760 Market Street, Suite 1009
San Francisco, CA 94102
Phone: (415) 677-9717
Fax: (415) 677-9810
Internet: www.hotelcollege.com

Humboldt State University

1 Harpst Street
Arcata, CA 95521-4957
Phone: (707) 826-4402
Fax: (707) 826-6194
Internet: www.humboldt.edu

IGT Training

9295 Prototype Drive
Reno, NV 89506
Phone: (775) 448-8308
Fax: (775) 448-2003
Internet: www.igttraining.com

Information Management Instruction Training

951 Petaluma Boulevard South
Petaluma, CA 94952

Phone: (707) 765-6214
Fax: (707) 762-3716
Internet: www.imitschool.com

J Bass & Associates

6400 Redwood Drive, Suite 203
Rohnert Park, CA 94928
Phone: (707) 584-3488
Fax: (707) 584-3605
Internet: www.jbass.com

Joe Verde Training Institute Seminars

(Auto Sales)
Phone: 800-445-6217
Internet: www.joeverde.com

Kern Community College District

1801 Panorama
Bakersfield, CA 93305
Phone: (661) 395-4374

Lake County Regional Occupational Program

1152 South Main Street
Lakeport, CA 95453
Phone: (707) 262-3498
Fax: (707) 263-0197
Internet: www.lake-coe.k12.ca.us

LINK Career Center

Mailing Address:
P.O. Box 59
Ukiah, CA 95482
Physical Address:
545 North State Street
Ukiah, CA 95482
Phone: (707) 468-5465
Fax: (707) 468-1171
Email: link@pacific.net

Marin County Regional Occupational Program

1111 Las Gallinas Avenue

TRAINING PROVIDER INFORMATION (Continued)

San Rafael, CA 94903
Mailing Address:
P.O. Box 4925
San Rafael, CA 94913-4925
Phone: (415) 499-5860
Fax: (415) 491-6622
Internet: www.mcoeweb.marin.k12.ca.us/rop/default.htm

Mendocino College, Ukiah
1000 Hensley Creek Road
Ukiah, CA 95482
Mailing Address:
P.O. Box 3000
Ukiah, CA 95482
Phone: (707) 468-3100
Internet: www.mendocinocollege.com

Mendocino College, Lake County Center
1005 Parallel Drive
Lakeport, CA 95453
Phone: (707) 263-4944
Fax: (707) 263-1908

Mendocino County Regional Occupational Program
2240 Eastside Road
Ukiah, CA 95482
Phone: (707) 467-5123
Fax: (707) 467-8212
Internet: <http://mcoe.k12.ca.us>

Merced College
3600 M Street
Merced, CA 95348-2898
Phone: (209) 384-6000
Fax: (209) 384-6043
Internet: www.merced.cc.ca.us
Email: mailto:brunner@merced.cc.ca.us

Morris Cody U Assoc California State Pharmacy Board Review
Mailing Address:
6345 Balboa Blvd. B
Encino, CA 91316
Physical Address:
590 N. Vermont
Los Angeles, CA 90004
Phone: (818) 226-9700
Fax: (818) 226-9705

Napa Valley College
2277 Napa-Vallejo Highway
Napa, CA 94558-6236
Phone: (707) 253-3000
Fax: (707) 253-3015
Internet: www.nvc.cc.ca.us/

Northbrook Nursing and Rehab
64 Northbrook Way
Willits, CA 95490
Phone: (707) 459-5592
Fax: (707) 459-4727

Operating Engineers Jac
6225 State Farm Drive, Ste. 100
Rohnert Park, CA 94928
Phone: (707) 585-3430
Fax: (707) 585-3511

Redwood Empire Electrical
1700 Corby Avenue, Suite F
Santa Rosa, CA 95407
Phone: (707) 523-3837
Fax: (707) 523-3829
Internet: <http://www.ibewlocal1551.org>

San Jose State University
One Washington Square
San Jose, CA 95192
Phone: (408) 924-1000

TRAINING PROVIDER INFORMATION (Continued)

Fax: (408) 924-2050
Internet: www.sjsu.edu

Santa Rosa Junior College
1501 Mendocino Avenue
Santa Rosa, CA 95401-4395
Phone: (707) 527-4011
Fax: (707) 527-4816
Internet: www.santarosa.edu

Shasta College
11555 Old Oregon
Redding, CA 96003
Mailing Address:
P.O. Box 496006
Redding, CA 96049-6006
Phone: (530) 225-4600, 225-4841
Fax: (530) 225-4990
Internet: www.shastacollege.edu

Sherwood Oaks Health Center
130 Dana
Fort Bragg, CA 95437
Phone: (707) 964-6333

Sonoma County Regional Occupational Program
5340 Skyline Boulevard
Santa Rosa, CA 95403
Phone: (707) 524-2720
Fax: (707) 524-2789
www.sonoma.k12.ca.us/depts/rop/rop.html

**Sonoma State University
and Extended Education**
1801 Cotati Avenue
Rohnert Park, CA 94928
Phone: (707) 664-2394
Fax: (707) 664-2505
Internet: www.sonoma.edu
Email: <mailto:admitme@sonoma.edu>

Tony's Casino Dealers Training
13052 1/2 E. Valley Road
La Puente, CA 91746 (Near Los Angeles)
Telephone: (626) 369-9223
Fax: (626) 369-4113
Internet: www.tonyscasinotraining.com
Email: in2poker@hotmail.com

Truck Driving Academy, Fresno
2757 South Golden State Blvd.
Fresno, CA 93725
Phone: (559) 233-4700
Fax: (559) 266-0747
Email: <mailto:sacda@sbcglobal.net#http://sacda@sbcglobal.net>

Truck Driving Academy, Sacramento
5711 Florin Perkins Road
Sacramento, CA 95828
Phone: (916) 381-2285
Fax: (916) 381-4359
Email: <mailto:sacda@sbcglobal.net#http://sacda@sbcglobal.net>

Ukiah Adult School
1056 North Bush Street
Ukiah, CA 95482
Phone: (707) 463-5217
Fax: (707) 463-0718
Internet: www.ukiahad.uusd.k12.ca.us
Email: <mailto:davegow@mcoe.k12.ca.us>

Ukiah Convalescent Hospital
1349 S. Dora
Ukiah, CA 95482
Phone: (707) 462-8864
Fax: (707) 462-0718

University of California, Davis
One Shields Avenue
Davis, CA 95616
Phone: (530) 752-6446
Fax: (530) 752-6222

TRAINING PROVIDER INFORMATION (Continued)

Internet: www.ucdavis.edu

Email: mailto:undergradadmissions@ucdavis.edu

University of California, San Francisco

Mu 200w, Box 0244

San Francisco, CA 94143-0244

Phone: (415) 476-9000

Fax: (415) 476-9690

Internet: www.ucsf.edu

University of the Pacific

3601 Pacific Avenue

Stockton, CA 95211-0197

Phone: (209) 946-2211

Internet: www.uop.edu

Email: mailto:admissions@uop.edu

Universal Security Academy

2382 Fruitridge Road

Sacramento, CA 95822

Phone: (800) 367-5335

Fax: (916) 393-7886

U.S. Department of Labor Apprenticeship and Training

1301 Clay Street, Suite 1090

Oakland, CA 94612

Phone: (510) 637-2951

Fax: (510) 637-2953

Internet: www.calapprenticeship.org

Valley View Skilled Nursing Center

1162 S. Dora

Ukiah, CA 95482

Phone: (707) 462-1436

Fax: (707) 462-3865

West Hills Community College District

300 Cherry Lane

Coalinga, CA 93210

Phone: (800) 266-1114

Email: smithbb@whccd.cc.ca.us

Western Truck School

Mailing address:

P.O. Box 980393

West Sacramento, CA 95758

Physical address:

4519 West Capitol Avenue

West Sacramento, CA 95691

Phone: (800) 929-1320

Fax: (916) 372-6242

Internet: www.westerntruckschool.com

Email:

[mailto:karent@westerntruckschool.com#http://](mailto:mailto:karent@westerntruckschool.com#http://karent@westerntruckschool.com)

karent@westerntruckschool.com

Western University of Health Sciences

309 E 2nd Street

Pomona, CA 91766-1854

Phone: (909-) 623-6116

Internet: www.westernu.edu

Yuba Community College—Lake County Center

15880 Dam Road Extension

Clearlake, CA 95422

Phone: (707) 995-7900

Fax: (707) 994-3553

Internet: www.yuba.cc.ca.us/

APPENDIX A

Occupations With the Greatest Growth Mendocino County 2001—2008

SOC Code	Occupation (Definitions)	Annual Averages		Absolute Change	Percent Change
		2001 (2)	2008		
41-2011	Cashiers	1,460	1,690	230	15.8
35-3021	Comb Food Prep & Serving Workers including Fast Food	1,090	1,220	130	11.9
41-2031	Retail Salespersons	820	940	120	14.6
37-2012	Maids & Housekeeping Cleaners	650	750	100	15.4
25-9041	Teacher Assistants	490	550	60	12.2
37-3011	Landscaping & Groundskeeping	390	450	60	15.4
41-1011	First-Line Sups/Mgrs of Retail Sales Workers	350	410	60	17.1
43-9061	General Office Clerks	810	870	60	7.4
29-1111	Registered Nurses	340	390	50	14.7
37-2011	Janitors & Cleaners, ex Maids & Housekeeping Cleaners	470	520	50	10.6
39-3091	Amusement & Recreation Attnds	220	270	50	22.7
25-2031	Secondary School Teachers, Ex Special and Voc Ed	420	460	40	9.5
31-9092	Medical Assistants	120	160	40	33.3
39-9032	Recreation Workers	140	180	40	28.6
43-4081	Hotel, Motel, & Resort Desk Clerks	170	210	40	23.5
45-2092	Farmworkers & Labor, Crop, Nursery, & Greenhouse	260	300	40	15.4
21-1093	Social & Human Service Assistants	130	160	30	23.1
31-1012	Nursing Aides, Orderlies & Attnds	170	200	30	17.6
33-9032	Security Guards	260	290	30	11.5
39-9021	Personal & Home Care Aides	100	130	30	30.0
47-2031	Carpenters	360	390	30	8.3
53-3032	Truck Drivers, Heavy & Tractor Trailer	420	450	30	7.1

Occupations With the Greatest Growth Continued

CA OES Code	Occupation (Definitions)	Annual Averages		Absolute Change	Percent Change
		2001(2)	2008		
53-3032	Laborers & Freight, Stock, & Material Movers, Hand	510	540	30	5.9
11-1021	General Operations Managers	440	460	20	4.5
13-1111	Management Analysts	60	80	20	33.3
15-1071	Network/Computer Sytms Admtors	40	60	20	50.0
25-2021	Elementary School Teachers, Except Special Ed	470	490	20	4.3
25-3021	Self-Enrichment Education Teachers	50	70	20	40.0
29-2052	Pharmacy Technicians	40	60	20	50.0
31-1011	Home Health Aides	130	150	20	15.4
31-9091	Dental Assistants	80	100	20	25.0
35-2014	Cooks, Restaurant	150	170	20	13.3
35-2021	Food Preparation Workers	160	180	20	12.5
35-3011	Bartenders	150	170	20	13.3
35-3022	Counter Attend, Café, Food Concess,	160	180	20	12.5
35-3031	Waiters & Waitresses	430	450	20	4.7
37-3013	Tree Trimmers & Pruners	160	180	20	12.5
43-4171	Receptionists & Information Clerks	250	270	20	8.0
47-2061	Construction Laborers	260	280	20	7.7
49-3023	Automotive Srvc Tech & Mechanics	150	170	20	13.3
51-9111	Packaging & Filling Machine Operators & Tenders	130	150	20	15.4
53-3033	Truck Drivers, Light or Delivery	150	170	20	13.3
53-7064	Packers & Packagers, Hand	200	220	20	10.0
11-1011	Chief Executives	60	70	10	16.7
11-3031	Financial Managers	70	80	10	14.3
11-9051	Food Service Managers	50	60	10	20.0
11-9111	Medical & Health Service Managers	40	50	10	25.0
13-2011	Accountants & Auditors	120	130	10	8.3

Occupations With the Fastest Growth (1)
Mendocino County
2001—2008

CA OES Code	Occupation (Definitions)	Annual Averages		Absolute Change	Percent Change
		2001 (2)	2008		
31-9092	Medical Assistants	120	160	40	33.3
39-9021	Personal & Home Care Aides	100	130	30	30.0
39-9032	Recreation Workers	140	180	40	28.6
31-9091	Dental Assistants	80	100	20	25.0
43-4081	Hotel, Motel & Resort Desk Clerks	170	210	40	23.5
21-1093	Social & Human Service Assistants	130	160	30	23.1
39-3091	Amusement & Recreation Attendants	220	270	50	22.7
31-1012	Nursing Aides, Orderlies, & Attnds	170	200	30	17.6
41-1011	First-Line Sups/Mgrs of Retail Sales Workers	350	410	60	17.1
41-2011	Cashiers	1,460	1,690	230	15.8
37-2012	Maids & Housekeeping Cleaners	650	750	100	15.4
37-3011	Landscaping & Groundskeeping Wkr	390	450	60	15.4
45-2092	Farmwrkrs & Labor, Crop, Nursery, and Greenhouse	260	300	40	15.4
31-1011	Home Health Aides	130	150	20	15.4
51-9111	Packaging & Filling Machine Operators and Tenders	130	150	20	15.4
29-1111	Registered Nurses	340	390	50	14.7
41-2031	Retail Salespersons	820	940	120	14.6
35-2014	Cooks, Restaurant	150	170	20	13.3
35-3011	Bartenders	150	170	20	13.3
49-3023	Automotive Service Technicians & Mechanics	150	170	20	13.3
53-3033	Truck Drivers, Light or Delivery	150	170	20	13.3
35-2021	Food Preparation Workers	160	180	20	12.5
35-3022	Counter Attnds, Café, Food Concess, & Coffee Shop	160	180	20	12.5

Occupations With the Fastest Growth Continued

CA OES Code	Occupation (Definitions)	Annual Averages		Absolute Change	Percent Change
		2001 (2)	2008		
37-3013	Tree Trimmers & Pruners	160	180	20	12.5
47-2111	Electricians	80	90	10	12.5
25-9041	Teacher Assistants	490	550	60	12.2
35-3021	Comb Food Prep & Serving Wrkrs, Incl Fast Food	1,090	1,220	130	11.9
33-9032	Security Guards	260	290	30	11.5
49-1011	First-Line Sups/Mgrs of Mechanics, Installers	90	100	10	11.1
49-3031	Bus & Truck Mechs & Diesel Engine Specialists	90	100	10	11.1
51-3011	Bakers	90	100	10	11.1
53-3031	Driver/Sales Workers	90	100	10	11.1
37-2011	Janitors & Clean, Ex Maids & House- keep Cleaners	470	520	50	10.6
53-7064	Packers & Packagers, Hand	200	220	20	10.0
29-2061	Licensed Practical & Licensed Voc Nurses	100	110	10	10.0
51-7011	Cabinetmakers & Bench Carpenters	100	110	10	10.0
25-2031	Secondary School Teachers, Ex Spec & Voc Ed	420	460	40	9.5
33-3012	Correctional Officers & Jailers	110	120	10	9.1
47-2031	Carpenters	360	390	30	8.3
13-2011	Accountants & Auditors	120	130	10	8.3
43-6013	Medical Secretaries	120	130	10	8.3
43-4171	Receptionists & Information Clerks	250	270	20	8.0



*Mendocino County
Occupational Outlook Report
2001-2003*

